

# **CONTRA COSTA COUNTY**



## **OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY FY 2019-2020 OUTREACH REPORT FY 2020-2021 OUTREACH PLANS**

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## **EXECUTIVE SUMMARY**

The purpose of this Equal Employment Opportunity (EEO) Plan is to insure full and equal participation of men and women regardless of gender and race/ethnicity in the workforce. The Office of Equal Employment Opportunity (EEO) is responsible for assessing Contra Costa County's (the County) workforce and analyzing underrepresentation within it. We communicate the plan findings to each department and help them develop and disseminate outreach and recruitment plans for the next fiscal year. Our goals are to reach qualified underrepresented groups to apply for vacancies where deficiencies are identified and to diversify our applicant pools.

In order to determine underrepresentation, EEO performs a demographics analysis of the County's workforce. Benchmarking is one of tools the County uses for achieving workforce diversity and involves analyzing the demographic make-up of the County over a specific period to determine the overall diversity of the workforce. This report provides statistical analyses of the County's progress toward employing a workforce that represents all racial/ethnic groups and genders in proportion to their availability in the relevant civilian labor force.

EEO conducts utilization analysis by race/ethnicity and gender as defined by the occupational categories within each department<sup>1</sup>. An occupational category is a broad grouping of job classes, which require similar levels of skill and training. The analysis relies on subtraction: the percentage of employees in the business's workforce in a particular job category, cross-classified by race, national origin and sex, minus the percentage of workers in the same job category in the relevant labor market, also cross classified by race, national origin and sex<sup>2</sup>.

Developing the departmental plans included researching best practices, compiling and analyzing data, and designing, scheduling, and conducting training sessions to create comprehensive and effective plans. A successful EEO Plan is not based on quotas but rather involves a commitment to equal employment opportunity, self-analysis, transparency and the identification and removal of barriers.

As of December 31, 2019, Contra Costa County employed 9161 employees. Each department with underrepresentation of 10% or more in the gender and race/ethnicity<sup>3</sup> categories are required to create a strategic outreach and recruitment plan, which addresses the identified deficiencies in each occupational group. For this reporting period, we have also included the comparison of the County workforce to the County population. The full list of departmental outreach plans are found [here](#). Listed below are the County's 2019 underrepresentation data.

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<sup>1</sup> EEO also included the County's workforce compared to the total population within Contra Costa County.

<sup>2</sup> As defined by the Department Of Justice Office of Justice Programs Equal Employment Opportunity Plans

<sup>3</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably.

**CONTRA COSTA COUNTY  
2019 OUTREACH AND RECRUITMENT DATA  
9161 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>4</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	336	35	65	35/65 <sup>5</sup>
Census Data	X	58	42	49/51 <sup>6</sup>
<b>Underrepresentation</b>	<b>X</b>	<b>-23</b>	<b>X</b>	<b>-14/X<sup>7</sup></b>

**CONTRA COSTA COUNTY  
2019 OUTREACH AND RECRUITMENT DATA  
9161 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>8</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	60 <sup>9</sup>	16	10	7	0	1	6
Labor Force/Population	66/43 <sup>10</sup>	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	<b>-6/X<sup>11</sup></b>	<b>X/X</b>	<b>X/-16</b>	<b>-7/-11</b>	<b>-1/-1</b>	<b>X/X</b>	<b>X/X</b>

<sup>4</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

<sup>5</sup> The percentages of males and females within the County's workforce for the designated EEO Occupational codes.

<sup>6</sup> These percentages are broken into two separate categories. The first number represents the Census population data for males while the second set of numbers represent the population for females in Contra Costa County.

<sup>7</sup> These numbers represent the underrepresentation determined within each occupational category. If the number meets or exceeds representation, an 'X' is used to indicate this. The first figure represent the subtraction of the Contra Costa County male population data from the County Census. The second number represents the subtraction of the Contra Costa County female population from the County workforce.

<sup>8</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino.

<sup>9</sup> County Workforce numbers represent the percentage of permanent employees who worked for the county at least one day in 2019.

<sup>10</sup> These numbers are broken into two separate categories. The first number represents the Census data for eligible people who are 16 years or older and who are working or looking for work. The second number represents the total population for Contra Costa County

<sup>11</sup> These numbers represent the underrepresentation within the occupational categories. If the number meets or exceeds representation, an 'X' is indicated. The first figure represent the subtraction of the Census male population data from the County workforce data. The second number represents the subtraction of the Contra Costa County female population from the County workforce data.

## **BACKGROUND**

In April of 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked the group with establishing a post-Consent Decree framework to ensure that the County's workforce reflected the demographics of the communities we serve. Outreach was created to explore new and innovative ways to reach people who are under-represented<sup>12</sup> in the County's workforce. The goal is to provide equal employment opportunities for all qualified persons seeking employment with the County and special districts governed by the Board of Supervisors.

On July 1, 2015, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 15-16. The goals of the plans were to promote equity and inclusion throughout the County's workforce. County departments along with EEO were instructed to conduct strategic outreach and recruitment efforts, which were specifically designed to reach qualified under-represented groups within the constituents we serve.

## **METHODOLOGY**

In order to determine under-representation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market and are 16 years or older. The County's workforce data within this report is derived from employment records from the Human Resources database. The local labor market data is compiled by the 2010 United States Department of Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce. It examines labor force diversity using Census data and is produced for federal agencies responsible for monitoring employment practices and enforcing civil rights laws for the workforce.

The current County reporting format displays the use of statistical data to determine under-representation within the department as a whole. EEO conducted utilization analysis by race and gender as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes, which require similar levels of skill and training. The analysis relies on subtraction: the percentage of employees in the business's workforce in a particular job category, cross-classified by race, national origin and sex, minus the percentage of workers in the same job category in the relevant labor market, also cross classified by race, national origin and sex<sup>13</sup>. For example, if the business's Workforce Analysis Chart shows 40 percent Asian males in the Professionals job category, and if the community labor statistics table shows that in the relevant labor market, 20 percent of Professionals are Asian males, then the business is underusing Asian males in the job category by 20 percent.

## **TOTAL COUNTY WORKFORCE**

Representation rates, which are presented in percentages, are estimated indicators of whether or not a particular racial/ethnic or gender group is represented at a level comparable to the group's existence

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<sup>12</sup> Dictionary.com defines underrepresentation as giving inadequate representation to; represent in numbers that are disproportionately low.

<sup>13</sup> As defined by the Department Of Justice Office of Justice Programs Equal Employment Opportunity Plans

in the labor market. Departments provide steps they will take to assist in increasing the applicant flow of diverse qualified individuals for the under-represented group(s). The County's job classes are determined by HR and assigned to an occupational category based upon the United States Equal Employment Opportunity Commission's definitions<sup>14</sup> of them.

Applicant flow analysis is an important component of outreach that helps the County determine the success of its outreach program. Applicant flow is the analysis of selection rate adjustments for a particular job and is used for record keeping and statistical purposes<sup>15</sup>. Employers are to provide applicants the option to self-identify or decline to submit the supplemental classification information, which identifies gender, race and/or ethnicity. If an individual declines to self-identify, the reporting data will not be included in the final tally.

The departments are required to reach out to individuals depending on where their under-representation exists. Each racial, ethnic and gender category is separate from the other and requires departments to participate in outreach to all groups where it has been determined that low representation exists.

As the County's EEO Officer, I am responsible for conducting outreach efforts to community-based organizations (cbos). The outreach efforts place an emphasis on attracting under-represented groups within the County's workforce through ongoing marketing efforts. It is designed to meet them at the transaction level and provide County employment information to management teams, rank and file employees and the agency's clientele.

Community outreach is an important part of EEO's strategic plan to help the County reach underserved populations. Our plan is to bring the County and the community together to help eradicate barriers to employment. In order to make this endeavor successful, we must build stronger relationships with one another. It is important for our communities to know what employment opportunities are available at the County.

Outreach is specific to organizations whose clientele consists of veterans, women, disabled, re-entry, low income, faith-based, Hispanics, Blacks, Asians, and the homeless, to name a few. From July 1, 2019 through June 30, 2020, EEO conducted over 1200 outreach and recruitment efforts<sup>16</sup>, which included meetings, teleconferences, job fairs and seminars with agency staff and/or clients.

## **FY 2020- 2021 OUTREACH PLAN**

The County relies on each department to outreach to its under-represented groups within the workforce to diversify our applicant flow. Applicant flow helps to measure how fair and inclusive our outreach programs are. It helps the County to review and determine if past outreach practices were proactive, strategic, and effective. It also assists the County in removing barriers. The County's applicant flow pipeline is broken into five categories, which are listed below. For FY 15-16, the County received 24,843 applications. For FY 17-18, The County received 26,822 applications. For FY 19-20, the County received 30,223 applications.

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<sup>14</sup> See Page 13 of this report for the definitions of the 8 occupational categories.

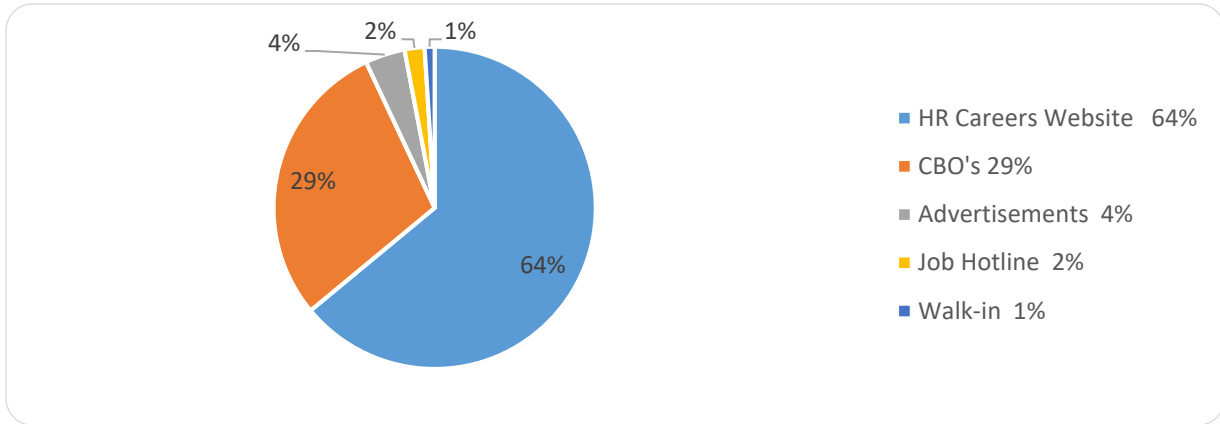
<sup>15</sup> All institutions receiving federal contracts are obligated by federal law to track gender and race data for all candidates submitting applications for employment to the business. By law, the information cannot be a component of the employment determination, nor can it be used for consideration.

<sup>16</sup> Due to the pandemic, EEO has not been able to meet personally with the cbos but we still forward the weekly job vacancies to those within our network.

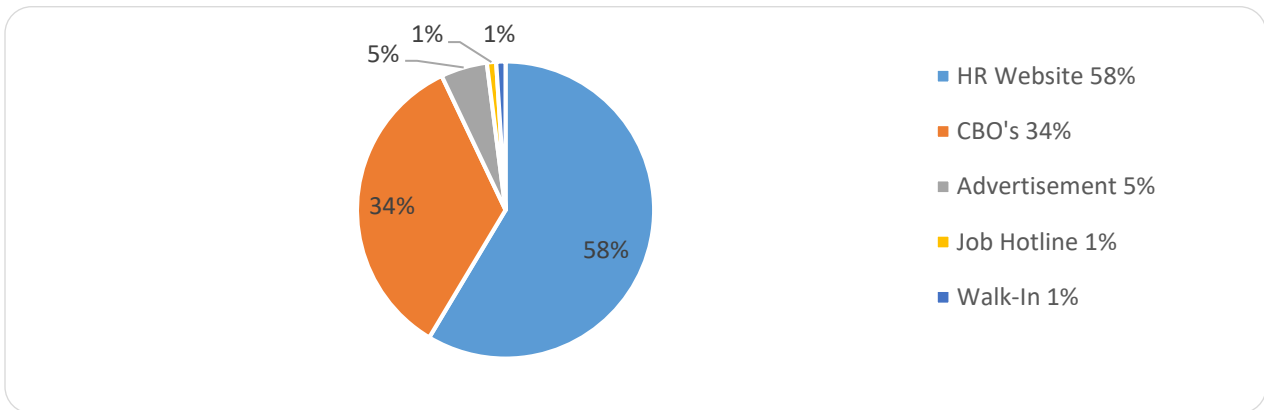


## OUTREACH DISTRIBUTION

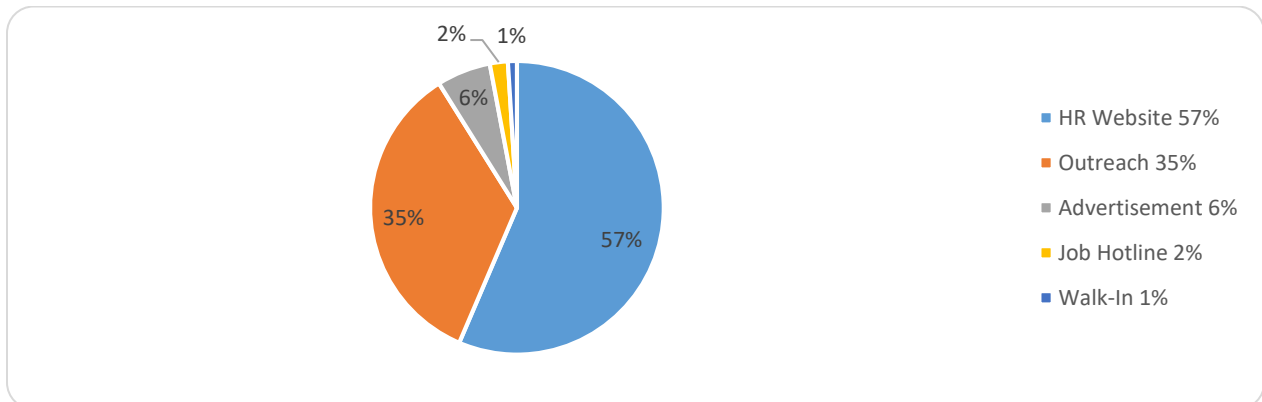
**TABLE 1  
FY 15-16**



**TABLE 2  
FY 17-18**



**TABLE 3  
FY 19-20**



The tables illustrate the County’s outreach and recruitment efforts over the past five years for employment. The tables show that the County’s community based outreach increased during the relevant time. We attribute this increase to the partnerships that have been developed and nurtured over the last several years by the County departments, HR and EEO with the communities that we serve.

The number of applicants who self-identified their gender, race and/or ethnicity for FY15-16 was 27,217. The number of applicants who self-identified their gender, race and/or ethnicity for FY17-18 was 26,822 and for FY19 -20 was 27,273. The gender and racial/ethnicity makeup for applications received are listed below:

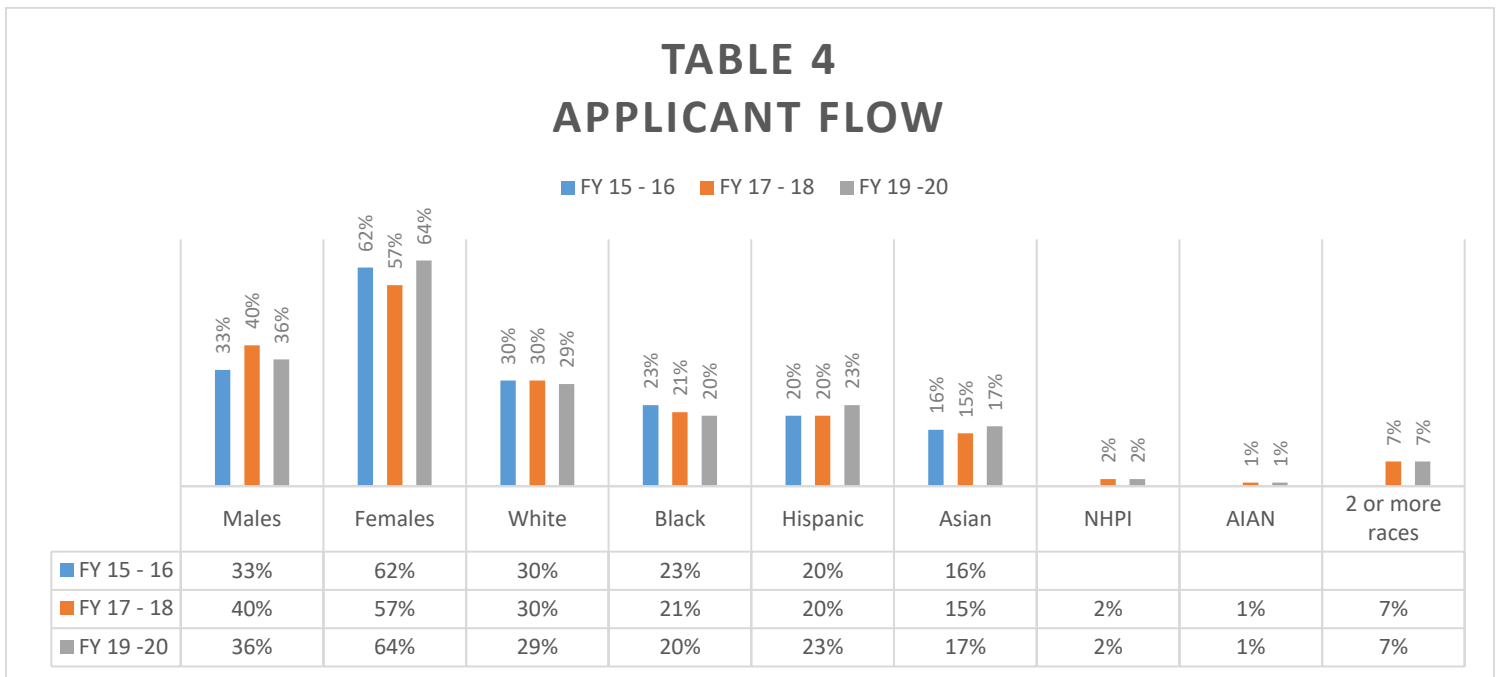


Table 4 illustrates the applicant flow by gender and race/ethnicity that reveals the following:

- The participation of males who submitted applications increased by 7% from FY15-16 to FY 17-18. The participation of males who submitted applications decreased by 4% from FY 17-18 to FY19-20.
- The participation of females who submitted applications decreased by 5% from FY15-16 to FY 17-18. The participation of females who submitted applications increased by 7% from FY 17-18 to FY19-20.
- The participation of Whites who submitted applications remained the same from FY15-16 to FY 17-18. The participation of Whites who submitted applications decreased by 1% from FY 17-18 to FY19-20.
- The participation of Blacks who submitted applications decreased by 2% from FY15-16 to FY 17-18. The participation of Blacks who submitted applications decreased by 1% from FY 17-18 to FY19-20.
- The participation of Hispanics who submitted applications remained the same from FY15-16 to FY 17-18. The participation of Hispanics who submitted applications increased by 3% from FY 17-18 to FY19-20.

- The participation of Asians who submitted applications decreased by 1% from FY15-16 to FY 17-18. The participation of Asians who submitted applications increased by 2% from FY 17-18 to FY19-20.
- The participation of Native Hawaiian/Pacific Islanders (NHPI) who submitted applications remained the same from FY 17-18 to FY19-20<sup>17</sup>.
- The participation of Native American Indian/Alaskan Natives (AIAN) who submitted applications remained the same from to FY 17-18 to FY19-20.
- The participation of individuals who identified as two or more races who submitted applications remained the same from FY 17-18 to FY19-20.

**NEW HIRE DATA BY GENDER**  
**TABLE 5**

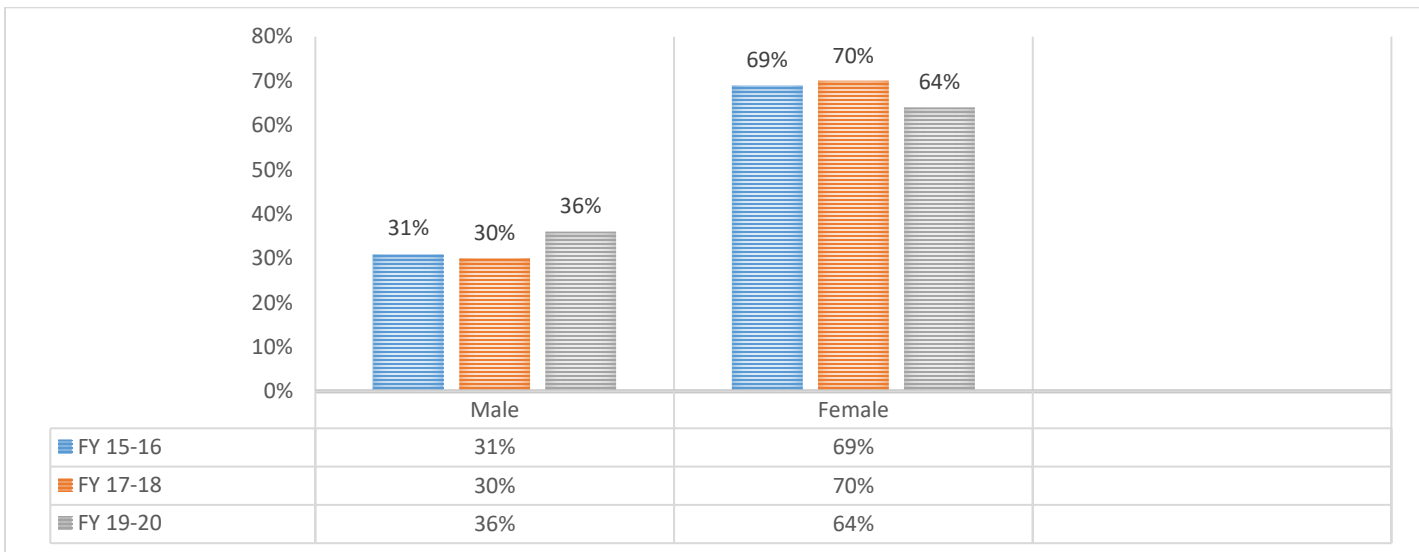


Table 5 illustrates the number of males and females who were hired during the relevant fiscal years. The data demonstrates the following

- The percentage of males who were hired from FY 2015-2016 to FY 2017-2018 decreased by 1%. The percentage of males who were hired from FY 2017-2018 to 2019-2020 increased by 6%.
- The percentage of females who were hired from FY 2015-2016 to FY 2017-2018 increased by 1%. The percentage of females who were hired from FY 2017-2018 to FY 2019-2020 decreased by 6%.

<sup>17</sup> The County did not track the NHPI, AIAN and two or more races communities in FY 15-FY 16.

**CONTRA COSTA COUNTY NEW HIRE DATA  
BY RACE  
TABLE 6**

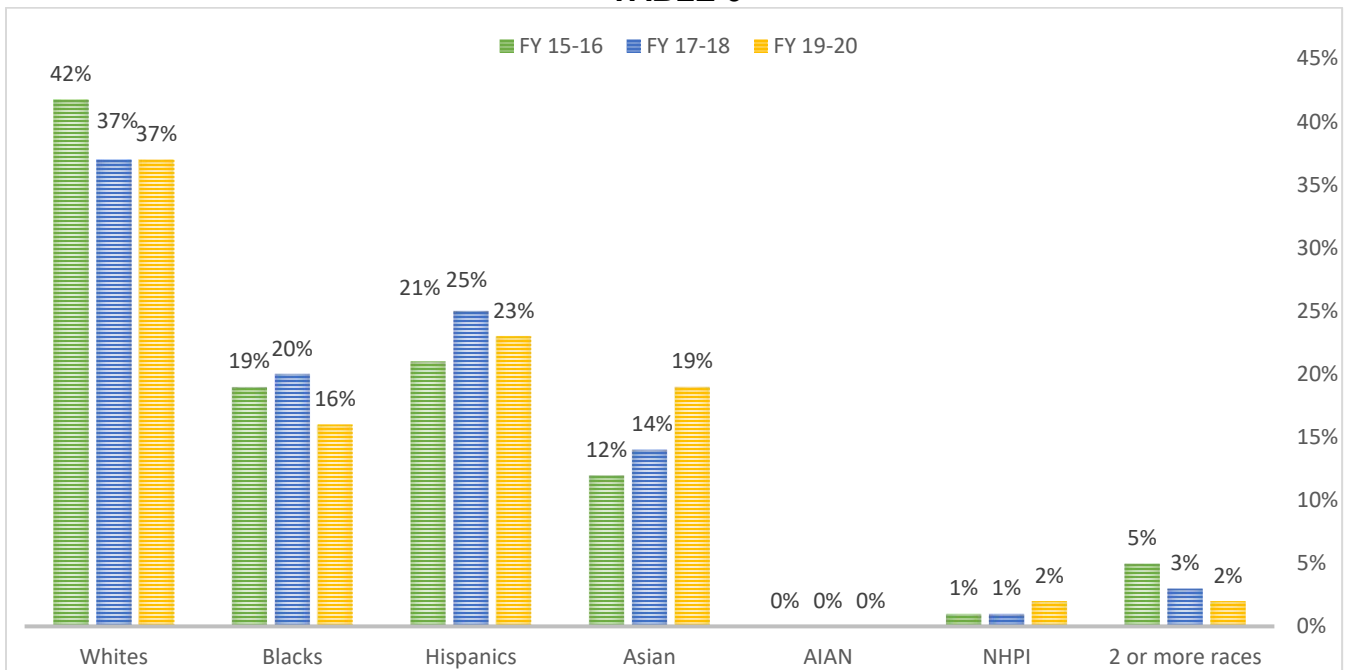


Table 6 illustrates the percentages of people hired during fiscal years 2015-2016; 2017-2018; and 2019-2020, which, are based on race/ethnicity. The statistical analysis is listed below:

- The hiring of White employees from FY 15-16 to FY 17-18 decreased by 5%. The hiring of White employees from FY 17-18 to FY 19-20 remained the same.
- The hiring of Blacks increased by 1% from FY 15-16 to FY 17-18. The hiring decreased for Black employees by 4% from FY 17-18 to FY 19-20.
- The hiring of Hispanics increased 4% from FY 15-16 to FY 17-18. The hiring decreased for Hispanic employees by 2% from FY 17-18 to FY 19-20.
- The hiring of Asian employees increased by 2% from FY 15-16 to FY 17-18. The hiring increased for Asian employees by 5% from FY 17-18 to FY 19-20.
- There were no changes in the hiring patterns of American Indian/Alaska Native employees during the reporting periods.
- The hiring of Native Hawaiian/Pacific Islander (NHPI) employees remained the same from FY 15-16 to FY 17-18. The hiring increased for NHPI employees by 1 % from FY 17-18 to FY 19-20.
- The hiring of employees who identify as two or more races decreased by 2% from FY 15-16 to FY 17-18. The hiring of employees who identify as two or more races decreased by 1 % from FY 17-18 to FY 19-20.

These trends continue to stress the importance for the County to continue its outreach efforts. EEO is committed to increasing the participation rates of qualified under-represented groups in our applicant pool. The areas of opportunities and improvement are:

- Continue conducting outreach online and electronically. Once the shelter-in-place directions are rescinded, EEO will resume conducting in-person outreach within the community to determine and address their needs.
- Create additional marketing tools such as brochures and power point presentations, which are designed to reach under-represented groups.
- Continue providing additional training to the departmental EEO Coordinators to help them to become more knowledgeable of targeted outreach, under-representation, more effective outreach plans and hiring.

## **CONCLUSION**

The data presented in this report provides the County stakeholders, managers, employees and the public detailed information regarding the County's outreach and recruitment efforts. Although we have made strides towards achieving workforce equity, there are areas that still need to be addressed. One area of note is the equitable distribution of jobs. Currently the County is comprised of 64% females and 36% males. EEO will continue working with the departments to make sure that we reach qualified candidates to apply for our vacancies, especially where underrepresentation within the workforce exists.

EEO and the departments will continue to work with cbos, colleges, universities and professional organizations to attract qualified candidates to help the County attain equity and inclusion within our workforce. The County remains committed to the recruitment, hiring, retention, and promotion of a diverse workforce. EEO strives to support all County departments in creating enriching programs and positive environments so current and prospective employees have a sense of purpose and value to do their very best work. The benefits of self-monitoring are listed below:

- Promotes a work environment that is free from all forms of discrimination and harassment;
- Eliminates unnecessary institutional practices, barriers and policies that affect applicants and employees negatively;
- Increases awareness and acceptance of all protected bases that are covered by federal and/or state law;
- Outlines the County's EEO Program and the specific steps utilized to achieve a diverse workforce;
- Acknowledges the EEO occupational job categories where underrepresented is at least 10%, and recommend strategies to the department and/or its representative to address.
- Contains statistical data relative to the County's workforce that identifies the occupational job categories where employees of certain racial/ethnic and/or gender/sex groups are under-represented;
- Establishes outreach goals in job categories in which under-representation exists; and
- Identifies specific action plans to correct under-representation.

## CONTRA COSTA COUNTY

The Office of EEO analyzed the workforce underrepresentation within Contra Costa County as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

**CONTRA COSTA COUNTY  
2019 OUTREACH AND RECRUITMENT DATA  
9161 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>18</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	336	35	65	35/65 <sup>19</sup>
Census Data	X	58	42	49/51 <sup>20</sup>
<b>Underrepresentation</b>	<b>X</b>	<b>-23</b>	<b>X</b>	<b>-14/X<sup>21</sup></b>
<b>Professionals</b>				
County Workforce	3358	31	69	31/69
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-15</b>	<b>X</b>	<b>-18/X</b>
<b>Technicians</b>				
County Workforce	982	44	56	44/56
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-7</b>	<b>X</b>	<b>-5/X</b>
<b>Administrative Support</b>				
County Workforce	3029	15	85	15/85
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-23</b>	<b>X</b>	<b>-34/X</b>
<b>Service Maintenance</b>				
County Workforce	355	66	34	66/34
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-8</b>	<b>X/-17</b>
<b>Skilled Craft</b>				
County Workforce	76	99	1	99/1
Census Data	X	95	5	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-4</b>	<b>X/-50</b>
<b>Protective Services (Sworn)</b>				
County Workforce	796	80	20	80/20
Census Data	X	82	18	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-2</b>	<b>X</b>	<b>X/-31</b>
<b>Protective Services (Non-Sworn)</b>				
County Workforce	229	64	36	64/36
Census Data	X	54	46	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-10</b>	<b>X/-15</b>

<sup>18</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

<sup>19</sup> The percentages of males and females within the County's workforce for the designated EEO Occupational codes.

<sup>20</sup> These percentages are broken into two separate categories. The first number represents the Census population data for males while the second set of numbers represent the total population for females in Contra Costa County.

<sup>21</sup> These numbers represent the underrepresentation determined within each occupational categories. If the number meets or exceeds representation, an 'X' is used to indicate this. The first figure represent the subtraction of the Contra Costa County male population data from the County workforce data. The second number represents the subtraction of the Contra Costa County female population from the County workforce data.

**CONTRA COSTA COUNTY  
2019 OUTREACH AND RECRUITMENT DATA  
9161 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>22</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	60 <sup>23</sup>	16	10	7	0	1	6
Labor Force/Population	66/43 <sup>24</sup>	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-6/X <sup>25</sup>	X/X	X/-16	-7/-11	-1/-1	X/X	X/X
<b>Professionals</b>							
County Workforce	45	14	14	16	1	1	9
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-15/X	X/X	X/-12	-5/-2	X/X	X/X	X/X
<b>Technicians</b>							
County Workforce	39	14	19	18	2	1	7
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-12/-4	X/X	X/-7	-9/X	X/X	X/X	X/X
<b>Administrative Support</b>							
County Workforce	37	18	29	9	1	1	5
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-16/-6	X/X	X/X	-6/-9	X/X	X/X	X/X
<b>Service Maintenance</b>							
County Workforce	29	17	35	14	1	1	3
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	-4/-14	X/X	-7/X	X/-4	X/X	X/X	X/-2
<b>Skilled Craft</b>							
County Workforce	60	8	16	10	0	3	3
Labor Force/Population	49/43	6/10	35/26	7/18	1/1	0/1	1/5
Underrepresentation	X/X	X/-2	-19/-10	X/-8	-1/-1	X/X	X/-2
<b>Protective Services (Sworn)</b>							
County Workforce	63	10	18	4	1	0	4
Labor Force/Population	53/43	15/10	15/26	10/18	3/1	0/1	3/5
Underrepresentation	X/X	-5/X	X/-8	-6/-14	-2/X	X/-1	X/-1
<b>Protective Services (Non-Sworn)</b>							
County Workforce	44	27	22	4	0	1	2
Labor Force/Population	65/43	1/10	22/26	8/18	0/1	0/1	5/5
Underrepresentation	-21/X	X/X	X/-4	-4/-14	X/-1	X/X	-3/-3

<sup>22</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino.

<sup>23</sup> County Workforce numbers represent the percentage of permanent employees who worked for the county at least one day in 2019.

<sup>24</sup> These numbers are broken into two separate categories. The first number represents the Census data for eligible people who are 16 years or older and who are working or looking for work. The second number represents the total population for Contra Costa County

<sup>25</sup> These numbers represent the underrepresentation within the occupational categories. If the number meets or exceeds representation, an 'X' is used to indicate this. The first figure represent the subtraction of the Census male population data from the County workforce data. The second number represents the subtraction of the Contra Costa County female population data from the County workforce data.



## **AGRICULTURE/WEIGHTS & MEASURES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**AGRICULTURE/WEIGHTS & MEASURES  
2019 OUTREACH AND RECRUITMENT DATA  
47 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>26</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	2	100	0	100/0
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-42</b>	<b>X/-51</b>
<b>Professionals</b>				
County Workforce	8	50	50	50/50
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-4</b>	<b>X/-1</b>
<b>Technicians</b>				
County Workforce	13	85	15	85/15
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-34</b>	<b>X/-36</b>
<b>Administrative Support</b>				
County Workforce	3	0	100	0/100
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-38</b>	<b>X</b>	<b>-49/X</b>
<b>Service Maintenance</b>				
County Workforce	21	52	48	52/48
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-6</b>	<b>X</b>	<b>X/-3</b>

<sup>26</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**AGRICULTURE/WEIGHTS & MEASURES  
2019 OUTREACH AND RECRUITMENT DATA  
47 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>27</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	50	0	50	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-16/X	-7/-10	X/X	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	87	0	13	0	0	0	0
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	-7/-10	X/-13	-21/-18	X/-1	X/-1	-2/-5
<b>Technicians</b>							
County Workforce	46	15	23	8	0	0	8
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-5/X	X/X	X/-3	-19/-10	X/-1	-1/-1	X/X
<b>Administrative Support</b>							
County Workforce	67	0	0	0	0	33	0
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	X/X	-10/-10	-19/-26	-15/-18	-1/-1	X/X	-2/-5
<b>Service Maintenance</b>							
County Workforce	67	0	14	9	0	5	5
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	X/X	-10/-10	-28/-12	-3/-9	X/-1	X/X	X/X

<sup>27</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino.



## CONTRA COSTA COUNTY AGRICULTURE / WEIGHTS AND MEASURES OUTREACH AND RECRUITMENT PLAN FY 2020-2021

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2019, the County's workforce statistical data indicate the following:

- Females are underrepresented in Officials and Administrators, and Technicians positions
- Males are underrepresented in Administrative Support positions
- Whites are underrepresented in Officials and Administrators
- Blacks are underrepresented in Officials and Administrators, Professionals, Administrative Support, and Service Maintenance positions
- Hispanics are underrepresented in Administrative Support, and Service Maintenance positions
- Asians are underrepresented in Officials and Administrators, Professionals, Technicians, and Administrative Support positions

For the majority of the positions in our department, we can only hire state licensed individuals. All of our technicians (Biologists and Weights and Measures Inspectors), professionals, and officials and administrators require specific state licensing. When we are recruiting for licensed positions, job announcements are sent to every qualified and licensed individual in the state of California, which ensures that we are reaching the broadest qualified candidate pool possible. The California Department of Food and Agriculture County Liaison sends us a list of qualified residents once we notify them of vacant positions. For job positions where state licensing is not required, we focus outreach efforts within the community.

**Objective:** Increase the applicant pool of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Agriculture / Weights and Measures Department.

**Message:** The Agriculture / Weights and Measures Department will target outreach efforts to websites that serve underrepresented groups. We will email these organizations vacancy announcements within the department during the fiscal year. This proactive

measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** The Agriculture department will disseminate information to the general public through our website as well as local community colleges and universities to increase awareness of what the Department of Agriculture, Weights/Measures does and what the qualifications are for employment within the department. We will continue to utilize websites geared towards helping underrepresented people find employment when possible. When hiring for a licensed positions, the department gets a statewide contact list of all licensees and ensures that everyone who is qualified receives notification of the job opening with instruction on how to apply.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a>
Increase awareness about the different positions in our department. This will be achieved by describing the job qualifications for vacant positions and how to attain those qualifications.	Internet/Computer	Keep information updated for job qualifications, job descriptions, and licensing information to our department's website.
Target all underrepresented that possess a state inspector/biologist license, weights and measures inspector license, and supervisory licensing.	Personal contact	Mail or email all job announcements to all qualified individuals in order to expand the opportunity for qualified females.
Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture and Weights recruitment mission and goals.	Personal contact/publications	Develop content that highlights the department's purpose, goals and employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.

**Contact:** Ralph Fonseca, Agricultural Biologist/Weights and Measures Inspector III  
[ralph.fonseca@ag.cccounty.us](mailto:ralph.fonseca@ag.cccounty.us)

## **ANIMAL SERVICES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**ANIMAL SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
67 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>28</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	2	50	50	50/50
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-8</b>	<b>X</b>	<b>X/-1</b>
<b>Professionals</b>				
County Workforce	7	71	29	71/29
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-25</b>	<b>X/-22</b>
<b>Technicians</b>				
County Workforce	27	52	48	52/48
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>x</b>	<b>-1</b>	<b>X/-3</b>
<b>Administrative Support</b>				
County Workforce	18	0	100	0/100
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-38</b>	<b>X</b>	<b>-49/X</b>
<b>Service Maintenance</b>				
County Workforce	13	46	54	46/54
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-12</b>	<b>X</b>	<b>-3/X</b>

<sup>28</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**ANIMAL SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
67 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>29</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	2 or more Races (%)
<b>Officials and Administrators</b>							
<b>County Workforce</b>	50	0	50	0	0	0	0
<b>Labor Force/Population</b>	66/43	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-16/X	-7/-10	X/X	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
<b>County Workforce</b>	72	0	14	14	0	0	0
<b>Labor Force/Population</b>	60/43	7/10	9/26	21/18	0/1	0/1	2/5
<b>Underrepresentation</b>	X/X	-7/-10	X/-12	-7/-4	X/-1	X/-1	-2/-5
<b>Technicians</b>							
<b>County Workforce</b>	48	4	33	4	7	4	0
<b>Labor Force/Population</b>	51/43	7/10	10/26	27/18	0/1	1/1	2/5
<b>Underrepresentation</b>	-3/X	-3/-6	X/X	-23/-14	X/X	X/X	-2/-5
<b>Administrative Support</b>							
<b>County Workforce</b>	50	6	39	0	5	0	0
<b>Labor Force/Population</b>	53/43	10/10	19/26	15/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-3/X	-4/-4	X/X	-15/-18	X/X	X/-1	-2/-5
<b>Service Maintenance</b>							
<b>County Workforce</b>	46	8	31	8	0	7	0
<b>Labor Force/Population</b>	33/43	10/10	42/26	12/18	0/1	0/1	1/5
<b>Underrepresentation</b>	X/X	-2/-2	-11/X	-4/-10	X/-1	X/X	-1/-5

<sup>29</sup>The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino.

<sup>20</sup>County Workforce numbers represent the percentage of permanent employees who worked for the county at least one day in 2019.

<sup>29</sup> These numbers are broken into two separate categories. The first number represents the Census data for eligible people who are 16 years or older and who are working or looking for work. The second number represents the total population for Contra Costa County

<sup>29</sup> These numbers represent the underrepresentation within the occupational categories. These numbers represent the underrepresentation within the occupational categories. If the number meets or exceeds representation, an 'X' marks it. The first figure represent the subtraction of the Census data from the County workforce. The second number represents the subtraction of the Contra Costa County population from the county workforce.





## **CONTRA COSTA COUNTY ANIMAL SERVICES EQUAL EMPLOYMENT OPPORTUNITY OUTREACH AND RECRUITMENT PLAN FY 2020 – FY 2021**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2019, the Animal Services Department's statistical data indicate the following:

- Females are underrepresented in the Professionals job category at 25%.
- Males are underrepresented at 8% in Officials and Administrators, 38% in Administrative Support and 12% in the Service Maintenance job categories.
- Caucasians are underrepresented in the Officials and Administrators job category at 16%.
- African-Americans are underrepresented at 7% in Officials and Administrators and at 7% in the Professionals job categories.
- Hispanics are underrepresented at 11% in the Service Maintenance job category.
- Asians are underrepresented at 14% in Officials and Administrators, 7% in Professionals, 24% in Technicians, and 15% in Administrative Support job categories.

**Objective:** Increase outreach to the local minority workforce population, specifically for under-represented areas within the Animal Service Department divisions. The Animal Services Department will continue to create positive and sustainable partnerships with the local Community College District and Community Based Organizations (CBOs) to ensure that the department informs the community on department vacancies.

**Message:** The Animal Services Department will become an active partner in the community by establishing strong relationships with County and community vocational programs on all department career opportunities. The Department strives to continue to outreach and engage with the local community to enhance and promote a diversified workforce.

**Tools:** Continually update Animal Services website.  
Utilize Animal Services Social Media websites.  
Attend and participate in local job and community events.  
Distribute department brochures and literature.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in community events and job fairs.	Outreach & Engagement	<p>ASD will continue to participate in local community events that target underserved populations.</p> <p><u>Community Events:</u></p> <ul style="list-style-type: none"> <li>• Bark in the Park, Brentwood CA</li> <li>• Safety Fairs, County Wide</li> <li>• Road Runner Run Club, Pleasant Hill CA</li> <li>• Veteran’s Stand Down, Antioch CA</li> <li>• and other scheduled community events posted on the Department’s website</li> </ul> <p><u>Job Fairs:</u></p> <ul style="list-style-type: none"> <li>• Contra Costa County Workforce Development Board Job Fairs</li> <li>• Local Police Academies</li> </ul>
Establish competitive salaries for Animal Services Field Operations unit.	Economic	<p>The Animal Services Department (ASD) has implemented recruitment locations to increase job announcement views to increase applicant pools. ASD established an external competitive salary study for our Animal Services classifications in 2017 to increase the department’s recruitment and staff retention, which has benefited the department.</p>
Distribute brochures and employment opportunities for outreach and recruitment to minorities.	Recruitment	<p>The Animal Services Department (ASD) will continue to collaborate with local community based and educational organizations to promote our employment opportunities to these organizations. Some of the organizations we have partnered with include the following:</p> <ul style="list-style-type: none"> <li>• Workforce Development Board/East Bay Works</li> <li>• Opportunity Junction, Antioch CA</li> <li>• Contra Costa Community College District</li> </ul>

<p>Register and post Animal Services Department vacancies online, to reach a broad section of minorities</p>	<p>Electronic</p>	<p>Animal Services has also expanded its employment recruitment efforts through social media and employment related websites listed below:</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Twitter</li> <li>• LinkedIn</li> <li>• Indeed</li> <li>• Monster.com</li> <li>• Glass Door</li> </ul>
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**Contact:** Arturo Castillo, Administrative Services Officer  
[arturo.castillo@asd.cccounty.us](mailto:arturo.castillo@asd.cccounty.us)

## **ASSESSOR**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**ASSESSOR  
2019 OUTREACH AND RECRUITMENT DATA  
102 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>30</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	3	33	67	33/67
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-25</b>	<b>X</b>	<b>-16/X</b>
<b>Professionals</b>				
County Workforce	47	55	45	55/45
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-9</b>	<b>X/-6</b>
<b>Technicians</b>				
County Workforce	6	33	67	33/67
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-18</b>	<b>X</b>	<b>-16/X</b>
<b>Administrative Support</b>				
County Workforce	46	7	93	7/93
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-31</b>	<b>X</b>	<b>-42/X</b>

<sup>30</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**ASSESSOR  
2019 OUTREACH AND RECRUITMENT DATA  
102 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>31</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	2 or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	67	0	0	0	0	0	33
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	-7/-10	-10/-26	-14/-18	-1/-1	X/-1	X/-2
<b>Professionals</b>							
County Workforce	64	2	4	11	0	2	17
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	-5/-8	-5/-22	-10/-7	X/-1	X/X	X/X
<b>Technicians</b>							
County Workforce	33	17	0	50	0	0	0
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-18/-10	X/X	-10/-26	X/X	X/-1	-1/-1	-2/-5
<b>Administrative Support</b>							
County Workforce	57	13	15	11	0	0	4
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	X/X	X/X	-4/-11	-4/-7	-1/-1	X/-1	X/-1

<sup>31</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
OFFICE OF THE ASSESSOR  
OUTREACH AND RECRUITMENT PLAN  
FY 2020-2021**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2019, the Office of the Assessor's workforce statistical data indicate the following:
- Males are underrepresented in Official and Administrator, Technician and Administrative Support positions;
  - Females are underrepresented in Professional positions;
  - Blacks, Hispanics, and Asians are underrepresented in Official and Administrator positions;
  - Asians are underrepresented in Professional positions; and
  - Hispanics and Whites are underrepresented in Technician positions.
- Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.
- Message:** The Office of the Assessor will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** Community based organizations to reach out to men and women  
Local colleges and universities  
Distribute to various applicable professional groups  
Post job vacancies on websites and job centers

## Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with community based organizations to reach out to males and females to apply for Technical and Administrative Support positions within our workforce	Personal Contact	Connect with: <ul style="list-style-type: none"> <li>• Men and Women of Purpose</li> <li>• Shelter, Inc.</li> <li>• East Bay Goodwill</li> </ul>
Register to join the online community	Electronic Publication	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> , <a href="http://www.wib-i-com">www.wib-i-com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach women who are interested in Professional positions
Utilize job search websites to reach a broader pool of applicants interested in employment in the public sector.	Electronic Publication	Post job vacancies on <a href="http://glassdoor.com">glassdoor.com</a> , <a href="http://indeed.com">indeed.com</a> , <a href="http://bayareajobfinder.com">bayareajobfinder.com</a> ; and/or <a href="http://governmentjobs.com">governmentjobs.com</a>
Utilize online networks to reach the Hispanic, Asian, and Black communities	Electronic Publication	Post job vacancies on the Professional Diversity Network
Coordinate with Hispanic, Asian, and Black organizations to reach those interested in Officials and Administration, Professional, and Technician positions at the Assessor's Office	Personal Contact	Connect with: <ul style="list-style-type: none"> <li>• Hispanic Chamber of Commerce</li> <li>• Lao Family Community Development</li> <li>• East County NAACP</li> </ul>
Connect with California Community Colleges and Adult Schools	Electronic Publication	Reach out to local colleges (such as DVC, Los Medanos, Cal State East Bay, and Contra Costa College, Contra Costa Adult Education) to post job vacancies
Work with subject matter experts to connect with professional groups in order to reach individuals interested in Official and Administrator, Technician, and Professional positions	Electronic Publication	Distribute announcements to applicable professional groups (such as California State Association of Counties and California Assessors' Association) and distribute to other County Assessor's Offices in the State.



Utilize community job centers and resources	Publication/Print	Post job openings at Workforce Development Board East Bay Works One-Stop Career Center locations
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**Contact:** Danielle Gomez – Administrative Services Assistant II  
[danielle.gomez@assr.cccounty.us](mailto:danielle.gomez@assr.cccounty.us)

## **AUDITOR-CONTROLLER**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**AUDITOR – CONTROLLER  
2019 OUTREACH AND RECRUITMENT DATA  
51 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>32</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	1	100	0	100/0
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-42</b>	<b>X/-51</b>
<b>Professionals</b>				
Professionals	29	24	76	24/76
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-22</b>	<b>X</b>	<b>-25/X</b>
<b>Administrative Support</b>				
Administrative Support	21	14	86	14/86
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-24</b>	<b>X</b>	<b>-35/X</b>

<sup>32</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**AUDITOR-CONTROLLER  
2019 OUTREACH AND RECRUITMENT DATA  
51 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>33</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	0	0	0	0	0	0	100
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-66/-43	-7/-10	-10/-26	-14/-18	-1/-1	X/-1	X/X
<b>Professionals</b>							
County Workforce	31	7	14	35	3	0	10
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-29/-12	X/-3	X/-12	X/X	X/X	X/-1	X/X
<b>Administrative Support</b>							
County Workforce	28	19	14	10	5	5	19
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-25/-15	X/X	-5/-12	-5/-8	X/X	X/X	X/X

<sup>33</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
OFFICE OF THE AUDITOR-CONTROLLER  
OUTREACH AND RECRUITMENT PLAN  
FY 2020-21**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2019, the Office of the Auditor-Controller workforce statistical data indicates the following:

- Females are underrepresented in the Officials and Administrators by 42%.
- Males are underrepresented in Professional positions by 22%
- Males are underrepresented in Administrative Support positions by 24%.
- Whites 66%, Blacks 7%, Hispanics 10%, and Asians 14% are underrepresented in the Officials and Administrators category.
- Whites are underrepresented in Professional positions by 29%.
- Whites are underrepresented in Administrative Support positions by 25%.

**Objective:** Partner with Human Resources to increase the applicant flow of under-represented groups within our Office by encouraging them to apply for vacant positions. We will assist Human Resources to create diversified applicant pools to fill vacancies within the office through increased outreach.

**Message:** The Auditor-Controller's Office is committed to conducting strategic and targeted outreach to meet both the county and department outreach goals, as determined by the Office of Equal Employment Opportunity. The Office will continue to conduct strategic outreach efforts to community based organizations, professional groups, and online websites that serve those populations where we have underrepresentation.

**Tools:** Community organizations such as the Chamber of Commerce  
Professional websites such as the California Auditor-Controller's State Association, California State Association of Counties (CSAC).  
Recruiting websites such as Zip recruiter, Monster, and Indeed.  
Local junior colleges and universities.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Collaborate with professional organizations to reach out to the underrepresented groups of the office and apply for Professional and Administrative Support positions within the Office.	Personal Contact	Continue to build our professional relationships and partner with local colleges such as DVC, Los Medanos, Cal State East Bay, and local high schools
Attend job and career fairs geared towards helping the underrepresented groups of the office find employment both in Professional and Administrative Support positions.	Personal Contact	Partner with Human Resources to attend at least 2 job and career fairs during the fiscal year
Partner with community based organizations	Personal Contact	Partner with the Office of EEO to reach our specific audience
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Post job notices to the California State Association of Counties (CSAC) website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify Walnut Creek, Lafayette, Orinda Chambers of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email
Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing

**Contact:** Bob Campbell. Auditor-Controller Contra Costa County  
[Bob.Campbell@ac.cccounty.us](mailto:Bob.Campbell@ac.cccounty.us)

## **CHILD SUPPORT SERVICES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**CHILD SUPPORT SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
135 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>34</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	2	0	100	0/100
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-58</b>	<b>X</b>	<b>-49/X</b>
<b>Professionals</b>				
County Workforce	23	26	74	26/74
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-20</b>	<b>X</b>	<b>-23/X</b>
<b>Technicians</b>				
County Workforce	3	67	33	67/33
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-16</b>	<b>X/-18</b>
<b>Administrative Support</b>				
County Workforce	107	17	83	17/83
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-21</b>	<b>X</b>	<b>-32/X</b>

<sup>34</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.



**CHILD SUPPORT SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
135 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>35</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	2 or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	100	0	0	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	-7/-10	-10/-26	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	78	4	9	5	0	0	4
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	-3/-6	X/-17	-16/-13	X/-1	X/-1	X/-1
<b>Technicians</b>							
County Workforce	34	0	33	0	0	0	33
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-17/-9	-7/-10	X/X	-27/-18	X/-1	-1/-1	X/X
<b>Administrative Support</b>							
County Workforce	47	21	22	6	0	0	4
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-6/X	X/X	X/-4	-9/-12	-1/-1	X/-1	X/-1

<sup>35</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## CHILD SUPPORT SERVICES OUTREACH AND RECRUITMENT PLAN FY 2020- FY 2021

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2019, the Department of Child Support Services is under represented in males for each job category except the Technicians. There is under representation in females in the Technicians job category. There is under representation in the Asian population in each job category. There is underrepresentation of the Hispanic and Black population in the Officials and Administrators job category. Additionally, there is under representation in the White and Black population in the Technicians job category.

**Objective:** Increase the visibility of males within the workforce. Increase the visibility of females in the Technician workforce. Target Asian, Black, Hispanic, and White populations in an attempt to mitigate current trends of under representation. The Department will work to more broadly market and promote job vacancies.

**Message:** The Department will utilize social media and online resources to reach a broad candidate pool. The Department will increase the scope of its marketing in the community in order to create a more diverse applicant pool of qualified candidates.

### Outreach

#### Tools:

- YOU TUBE Video
- Social Media
- Community Outreach
- Job Fairs
- Digital Bill Board Advertising
- Remote Testing

### Message Distribution

Strategy	Element	Tasks
Use employee testimonial video and post to the Department's webpage	Electronic Media	Link the YOUTUBE video of incumbent employees in the underrepresented groups, explaining the duties of the open positions to the County HR webpage job posting to the Department's webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually

		monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specific Asian, Hispanic and African-American populations.	Electronic Media	Build community partnerships and provide electronic job postings for distribution during open recruitment periods. Will target Shelter, Inc and local Salvation Army chapter for male and African-American outreach, Asian Business League of San Francisco for Asian outreach, Monument Impact for Hispanic outreach.
Create brochure which explains the department of Child Support Services' outreach and recruitment mission and goals	Publication Print Media	Partner with the County Workforce Development Board to distribute brochures to local job fairs and local job centers
Coordinate digital billboard advertising with open recruitments	Advertising	Post job opportunities via digital billboards in Contra Costa County; utilize marketing materials that specifically target males of current under-represented groups.
Use job examinations that can be administered remotely and reach a wider group of candidates.	Remote Testing	Create examinations that can be done by candidates from home or in their local area, to reach a broader candidate pool.

**Contact:** Sarah Bunnell, Administrative Services Officer at 925-313-4433  
[sarah.bunnell@dcss.cccounty.us](mailto:sarah.bunnell@dcss.cccounty.us)

## **CLERK-RECORDER-ELECTIONS**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**CLERK- RECORDER- ELECTIONS  
2019 OUTREACH AND RECRUITMENT DATA  
108 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>36</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	2	50	50	50/50
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-8</b>	<b>X</b>	<b>X/-1</b>
<b>Professionals</b>				
County Workforce	7	29	71	29/71
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-17</b>	<b>X</b>	<b>-20/X</b>
<b>Technicians</b>				
County Workforce	4	75	25	75/25
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-24</b>	<b>X/-26</b>
<b>Administrative Support</b>				
County Workforce	95	35	65	35/65
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-3</b>	<b>X</b>	<b>-14/X</b>

<sup>36</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**CLERK RECORDER–ELECTIONS  
2019 OUTREACH AND RECRUITMENT DATA  
108 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>37</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	2 or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	100	0	0	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	-7/-10	-10/-26	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	86	0	14	0	0	0	0
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	-7/-10	X/-12	-21/-18	X/-1	X/-1	-2/-5
<b>Technicians</b>							
County Workforce	25	0	25	25	0	0	25
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-26/-18	-7/-10	X/-1	-2/X	X/-1	-1/-1	X/X
<b>Administrative Support</b>							
County Workforce	40	16	23	15	2	1	3
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-13/-3	X/X	X/-3	X/-3	X/X	X/X	X/-2

<sup>37</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
CLERK-RECORDER-ELECTIONS DEPARTMENT  
OUTREACH AND RECRUITMENT PLAN  
FY 2020-2021**

**Issue:** The Clerk-Recorder-Elections Department remains committed to maintaining a diverse and inclusive workforce reflective of the communities we serve. As of December 31, 2019, the County's workforce statistical data indicate the following for the Clerk-Recorder-Elections Department:

- Males are underrepresented in Officials and Administrators, and Professionals positions
- Females are underrepresented in Technical positions
- Whites are underrepresented in Technical and Administrative Support positions
- Blacks are underrepresented in Officials and Administrators, Professionals, and Technical positions
- Hispanics are underrepresented in Officials and Administrators positions
- Asians are underrepresented in Officials and Administrators, and Professionals positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, professional groups, and online recruitment sites who serve the populations listed above.

**Message:** On behalf of the Clerk-Recorder-Elections Department, the Human Resources unit will conduct strategic outreach efforts to community/faith based organizations, professional groups, and online websites that serve those populations where we may be underrepresented. These organizations will be provided information about open vacancies within the department. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Community/faith based organizations  
Local job fairs and career days  
Local colleges and universities  
Websites geared towards helping men and women find employment  
Create and distribute informational brochures

## Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to reach out to males and females to apply for Officials and Administrators, Professional, Technical, and Administrative Support positions within our workforce	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, and Cal State East Bay
Attend job and career fairs geared toward helping males and females find employment	Personal Contact	Attend job and career fairs during the fiscal year; focus on distributing information about the department's vacancies
Partner with community based organizations who serve males who are interested in working in the Officials and Administrators, Professionals and Administrative Support fields and females interested in Technical positions	Personal Contact	Partner with the Salvation Army, Men and Women of Purpose and Community Churches to reach our specific audiences
Research employment websites and register to join the online community	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach <a href="#">women</a>

**Contact:** Tyler Stull, Administrative Analyst, 925-335-7997  
[tyler.stull@cr.cccounty.us](mailto:tyler.stull@cr.cccounty.us)



## **CONSERVATION AND DEVELOPMENT**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below:

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**CONSERVATION & DEVELOPMENT  
2019 OUTREACH AND RECRUITMENT DATA  
143 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>38</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	7	43	57	43/57
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-15</b>	<b>X</b>	<b>-6/X</b>
<b>Professionals</b>				
County Workforce	63	57	43	57/43
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-11</b>	<b>X/-8</b>
<b>Technicians</b>				
County Workforce	46	67	33	67/33
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-16</b>	<b>X/-18</b>
<b>Administrative Support</b>				
County Workforce	22	14	86	14/86
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-24</b>	<b>X</b>	<b>-35/X</b>
<b>Service Maintenance</b>				
County Workforce	5	100	0	100/0
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-42</b>	<b>X/-51</b>

<sup>38</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**CONSERVATION & DEVELOPMENT  
2019 OUTREACH AND RECRUITMENT DATA  
143 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>39</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	72	14	0	14	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	X/X	-10/-26	X/-4	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	43	11	13	22	0	0	11
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-17/X	X/X	X/-13	X/X	X/-1	X/-1	X/X
<b>Technicians</b>							
County Workforce	61	4	22	7	4	0	2
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	X/X	-3/-6	X/-4	-20/-11	X/X	-1/-1	X/-3
<b>Administrative Support</b>							
County Workforce	50	9	23	18	0	0	0
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-3/X	-1/-1	X/-3	X/X	-1/-1	X/-1	-2/-5
<b>Service Maintenance</b>							
County Workforce	40	40	20	0	0	0	0
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	X/-3	X/X	-22/-6	-12/-18	X/-1	X/-1	-1/-5

<sup>39</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **CONSERVATION AND DEVELOPMENT OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Board of Supervisors and the Department of Conservation and Development (DCD) remain committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2019, the County's workforce statistical data indicate the following with respect to DCD:

- Males are underrepresented in Official and Administrator positions (note: DCD includes the EEO categories of Executive/Senior Level Officials and Managers and First/mid-level officials and managers in this category) and Administrative Support positions.
- Females are underrepresented in Professional, Technician and Service Maintenance positions.
- Whites are underrepresented in Professional positions.
- Asians are underrepresented in Technician and Service Maintenance positions.
- Hispanics are underrepresented in Officials and Administrator positions and Service/Maintenance positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to include educational institutions and programs, professional groups and online recruitment sites that serve the populations listed above.

**Message:** DCD will conduct strategic outreach efforts to educational and professional groups, as well as websites that serve the populations that are underrepresented. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:**

- Professional Networks and Groups
- Local colleges and universities
- Websites that help women find employment in Professional, Technician and Service/Maintenance positions
- Websites that help men find employment in Official/Management and Administrative Support positions

- Websites that help Latin candidates find employment in Official/ Administrator and Service/Maintenance positions
- Websites that assist White candidates find employment in Professional positions
- Websites that assist Asian candidates find employment in Technical and Service Maintenance positions
- Websites that targets the hiring of existing Contra Costa County residents to improve representation in all underrepresented groups.

## Message Distribution

STRATEGY	ELEMENT	TASKS
<p><b>Officials and Administrators:</b> DCD currently has a vacant Economic Development Manager position. When filling this position, we will focus on encouraging men and Hispanic to apply for this position to reduce the underrepresentation in the Officials and Administrators category.</p>	<p>Personal Contact; Professional Economic Development groups;</p>	<p>Work directly with previous Economic Development Manager (current employee) to identify potential candidates for this position. Outreach to the professional network of Economic Development professionals.</p>
<p><b>Professionals:</b> DCD will be recruiting/filling Planner I positions during the 20/21 fiscal year. When recruiting focus on outreach to women and white candidates for this position. Additionally, the department will be filling an Economic Development Project Manager position. Also, focus on targeted recruitment for this position.</p>	<p>Local colleges and universities; job fairs; Professional Economic Development groups</p>	<p>Attend job fairs and recruit directly from colleges and universities with Urban and City Planning degree programs. Recruit outgoing Seniors for vacant Planner I and Economic Development project manager positions. DCD will focus on recruiting White and Hispanic females for these professional level positions.</p>
<p><b>Technicians:</b> Currently, DCD has several vacant Building Inspector positions. Internally we have discussed the need to increase representation for women and people of color in these classifications, starting with Building Inspector I.</p>	<p>Personal Contact; Professional Networks; Website</p>	<p>Discuss with existing staff how to increase diversity in this classification. Utilize their networks of professionals to recruit. Also utilize the website Tradeswomen.org</p>

<p><b>Administrative Support:</b> Partner with HR in identifying locations to recruit males including community- based organizations. Many of DCD’s clerical staff, including 1 male, have come from the WEX Program (Work Experience Program through EHSD). Continue to utilize this program. Additionally, offer summer intern opportunities. These opportunities expose students to the work we do, and often encourage them to apply for FT positions.</p>	<p>Community Based Organizations; WEX Program; Offer Summer Internship opportunities</p>	<p>Collaborate with the Salvation Army, Rubicon, and other community-based organizations to reach our specific audience. Offer summer intern opportunities to students interested in administrative support positions. Contact EHSD representative regarding WEX program.</p>
<p><b>Service/Maintenance:</b> This category consists of Weatherization Technician (Specialists and Leads). These positions are primarily filled by word of mouth because they are Project positions and outside the merit system. DCD is committed to working with the Program Manager to conduct targeted/focused recruitment when vacancies occur to decrease the disparity in women specifically, and to increase Hispanic and Asian representation.</p>	<p>Internet/Computer</p>	<p>Tradeswomen.org; Monument Impact and Hispanic Chamber of Commerce of Contra Costa.</p>
<p>Research employment websites and register to join the online community.</p>	<p>Internet/Computer</p>	<p>Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a>; <a href="http://careerwomen.com">careerwomen.com</a>; <a href="#">National Association for Asian American Professionals (Career Center web page)</a>; and the <a href="#">National Society for Hispanic Professionals to reach underrepresented groups.</a></p>

**Contact:** Kelli Zenn, Land Information Business Operations Manager  
[Kelli.Zenn@dcd.cccounty.us](mailto:Kelli.Zenn@dcd.cccounty.us)

## **COUNTY ADMINISTRATOR**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

**COUNTY ADMINISTRATOR  
2019 OUTREACH AND RECRUITMENT DATA  
141 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>40</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	21	48	52	48/52
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-10</b>	<b>X</b>	<b>-1/X</b>
<b>Professionals</b>				
County Workforce	58	47	53	47/53
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-1</b>	<b>-2/X</b>
<b>Technicians</b>				
County Workforce	28	89	11	89/11
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-38</b>	<b>X/-40</b>
<b>Administrative Support</b>				
County Workforce	33	9	91	9/91
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-29</b>	<b>X</b>	<b>-40/X</b>
<b>Skilled Craft</b>				
County Workforce	1	100	0	100/0
Census Data	X	95	5	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-5</b>	<b>X/-51</b>

<sup>40</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.



**COUNTY ADMINISTRATOR  
2019 OUTREACH AND RECRUITMENT DATA  
141 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>41</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	71	14	5	10	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	X/X	-5/-21	-4/-8	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	52	12	10	17	0	0	9
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-8/X	X/X	X/-16	-4/-1	X/-1	X/-1	X/X
<b>Technicians</b>							
County Workforce	25	14	18	29	0	0	14
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-26/-18	X/X	X/-8	X/X	X/-1	-1/-1	X/X
<b>Administrative Support</b>							
County Workforce	64	12	6	9	0	0	9
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	X/X	X/X	-13/-20	-6/-9	-1/-1	X/-1	X/X
<b>Skilled Craft</b>							
County Workforce	100	0	0	0	0	0	0
Labor Force/Population	49/43	6/10	35/26	7/18	1/1	0/1	1/5
Underrepresentation	X/X	-6/-10	-35/-26	-7/-18	-1/-1	X/-1	-1/-5

<sup>41</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN FY 2020-2021

**ISSUE:** The County Administrator's Office (CAO) remain committed to maintaining a diverse and inclusive workforce that is reflective of the communities served.

As of December 31, 2019, the demographics of the CAO's workforce indicate the following:

- Males are underrepresented in Officials/Administrators, and Administrative Support roles
- Females are underrepresented in Technician roles
- Whites are underrepresented in Professional and Technician roles
- Hispanics are underrepresented in Administrative Support and Skilled Craft Roles
- Asians are underrepresented in Skilled Craft Roles

This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; Risk Management, and the Administrative Office of the County Administrator, including the Labor Relations unit.

**OBJECTIVE:** Increase the applicant flow by focusing recruitment efforts to the underrepresented groups.

**MESSAGE:** The CAO will endeavor to conduct strategic and targeted outreach to organizations and websites that serve diverse populations. Open vacancies will be sent electronically to these organizations, as well as to other County departments.

We are currently undergoing a recruitment for three positions in the Labor Relations Department, and hope to obtain diverse candidates creating a more balanced representation in our agency.

In comparing last year's makeup of the Agency, we have been able to attain a more balanced representation of Asians in administrative support roles. However, we have become more unbalanced in the category of Whites in professional and technician roles.

We plan to utilize the strategies listed below as tools to achieve our objectives.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Conduct outreach to local community based organizations to seek aforementioned underrepresented candidates	Computer	Reach out to local community based organizations such as the California Diversity Council and the Workforce Development Board of Contra Costa County
Conduct outreach to nationwide organizations to seek aforementioned underrepresented candidates	Computer	Our office has utilized contractors such as Peckham McKenney and KMI Consulting to help us broaden our national outreach efforts, especially for highly skilled candidates.
Conduct outreach to professional organizations to seek aforementioned underrepresented candidates	Computer	Continue to partner with the National Coalition for Men, National Association of Asian American Professionals, and Association of Latino Professionals for America.
Partner with Human Resources to conduct outreach to diverse Alumni Associations and Public Sector Government Associations	Computer	Inform the Human Resources Department of our recruiting strategy, and request their support consistent with our plan.

**Contact:** Sarah Shkidt, Senior Management Analyst  
[sarah.shkidt@cao.cccounty.us](mailto:sarah.shkidt@cao.cccounty.us)

## **COUNTY COUNSEL**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**COUNTY COUNSEL  
2019 OUTREACH AND RECRUITMENT DATA  
44 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>42</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	6	50	50	50/50
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-8</b>	<b>X</b>	<b>X/-1</b>
<b>Professionals</b>				
County Workforce	25	28	72	28/72
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-18</b>	<b>X</b>	<b>-21/X</b>
<b>Administrative Support</b>				
County Workforce	13	23	77	23/77
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-15</b>	<b>X</b>	<b>-26/X</b>

<sup>42</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**COUNTY COUNSEL  
2019 OUTREACH AND RECRUITMENT DATA  
44 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>43</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian / Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
<b>County Workforce</b>	83	17	0	0	0	0	0
<b>Labor Force/Population</b>	66/43	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	X/X	X/X	-10/-26	-14/-	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
<b>County Workforce</b>	64	8	4	12	0	0	12
<b>Labor Force/Population</b>	60/43	7/10	9/26	21/18	0/1	0/1	2/5
<b>Underrepresentation</b>	X/X	X/-2	-5/-22	-9/-6	X/-1	X/-1	X/X
<b>Administrative Support</b>							
<b>County Workforce</b>	54	23	15	8	0	0	0
<b>Labor Force/Population</b>	53/43	10/10	19/26	15/18	1/1	0/1	2/5
<b>Underrepresentation</b>	X/X	X/X	-4/-11	-7/-10	-1/-1	X/-1	-2/-5

<sup>43</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## COUNTY COUNSEL OUTREACH AND RECRUITMENT PLAN FY 2020-2021

**Issue:** The data chart prepared by the County’s Equal Employment Opportunity Officer indicates that as of December 31, 2019, when the 44 employees in the County Counsel’s Office are compared with the working population of Contra Costa County, the County Counsel’s Office is statistically under-represented in the following categories:

- Hispanics and Asians are under-represented in the Officials and Administrators classifications;
- Men are under-represented in the Professionals and Administrative Support positions

For the purpose of this plan, this Office addresses only the attorney and non-clerical recruitments. Clerical outreach and recruitments are countywide and are not conducted by this office.

**Objective:** The department will continue to enhance partnerships with Hispanic and Asian legal associations, law school career centers, and like agencies to keep them apprised of job vacancies within our office.

**Message:** The Office of the County Counsel will continue to conduct focused outreach efforts towards creating a diverse and qualified applicant pool of candidates from which we fill the vacant positions. All open recruitments within the department are mailed to over 70 organizations during the recruitment period. These measures are intended to help create a more diverse applicant pool of qualified candidates that apply for departmental vacancies.

**Tools:** Enhance the communication methods of job vacancies with our under-represented groups expanding the postings of job vacancies via the internet with online job boards, Public Services Employment services, mailings and coordination with the EEO’s staff through community based organizations, local job fairs, and law school career centers.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Announce job vacancies via mailings, email and internal office postings	Electronic/Print Media	Mail or email announcement to the targeted under-represented group’s law school career centers and Legal Assistant programs

Utilize County Counsel's brochure to explain the Office's outreach and recruitment missions and goals	Publication Print Media	Mail brochures to the targeted under-represented group's recruitment centers
Research additional employment websites and register to post open job vacancies with the online community	Internet	Register and post job vacancies on various websites such as <u>Government Jobs</u>
Announce vacancies via links on County Counsel webpage that will provide notices about current announcements and instructions for future notifications of job related alerts	Website	Maintain the "Job Description" and "FAQ" links on the County Counsel website with current information
Link the Equal Employment Opportunity homepage to the County Counsel's homepage	Internet	Increase the County Counsel's exposure to the community to promote the goals of diversity, inclusion and equality in the workplace
Coordinate distribution of County Counsel brochure via job recruitment announcements with EEO's staff during their participation in job fairs	Publication Print Media Personal Contact	Partner with organizations who serve the under-represented populations and programs that support workforce diversity

**Contact:** Wanda R. McAdoo, Administrative Services Officer  
[wanda.mcadoo@cc.cccounty.us](mailto:wanda.mcadoo@cc.cccounty.us)



## **DISTRICT ATTORNEY**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**DISTRICT ATTORNEY  
2019 OUTREACH AND RECRUITMENT DATA  
222 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>44</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	9	78	22	78/22
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-20</b>	<b>X/-29</b>
<b>Professionals</b>				
County Workforce	103	52	48	52/48
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-6</b>	<b>X/-3</b>
<b>Technicians</b>				
County Workforce	31	90	10	90/10
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-39</b>	<b>X/-41</b>
<b>Administrative Support</b>				
County Workforce	79	13	87	13/87
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-25</b>	<b>X</b>	<b>-36/X</b>

<sup>44</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**DISTRICT ATTORNEY  
2019 OUTREACH AND RECRUITMENT DATA  
222 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>45</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	2 or more Races (%)
<b>Officials and Administrators</b>							
<b>County Workforce</b>	56	22	0	11	0	0	11
<b>Labor Force/Population</b>	66/43	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-10/X	X/X	-10/-26	-3/-7	-1/-1	X/-1	X/X
<b>Professionals</b>							
<b>County Workforce</b>	67	9	7	9	0	1	7
<b>Labor Force/Population</b>	60/43	7/10	9/26	21/18	0/1	0/1	2/5
<b>Underrepresentation</b>	X/X	X/-1	-2/-19	-12/-9	X/-1	X/X	X/X
<b>Technicians</b>							
<b>County Workforce</b>	61	10	16	3	3	0	7
<b>Labor Force/Population</b>	51/43	7/10	10/26	27/18	0/1	1/1	2/5
<b>Underrepresentation</b>	X/X	X/X	X/-10	-24/-15	X/X	-1/-1	X/X
<b>Administrative Support</b>							
<b>County Workforce</b>	39	18	30	6	3	0	4
<b>Labor Force/Population</b>	53/43	10/10	19/26	15/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-14/-4	X/X	X/X	-9/-12	X/X	X/-1	X/-1

<sup>45</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**DISTRICT ATTORNEY  
OUTREACH AND RECRUITMENT PLAN  
FY 2020-2021**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2019, the District Attorney's (DA) workforce statistical data indicates the following:
- Males are underrepresented in Administrative Support positions;
  - Females are underrepresented in Official and Administrator, and Technician positions;
  - Hispanics are underrepresented in Official and Administrator positions;
  - Asians are underrepresented in Professional, Technician, and Administrative Support positions;
  - Whites are underrepresented in Official and Administrator, and Administrative Support positions.
- Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting outreach and recruitment efforts with many and varied groups and organizations who serve these groups.
- Message:** The DA will conduct strategic and targeted outreach efforts to community/faith based organizations and online websites that serve persons of underrepresented demographics. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** Community/ faith based organizations, local job fairs and career days, local colleges and universities, and websites geared towards helping persons of underrepresented demographics find employment. Create and distribute informational brochures.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	Participate in reviewing resumes, mock hiring interviews. The recruitment committee will actively seek out and offer to participate/ interview at job fairs sponsored by organizations that identify with diverse populations.
Participation in mock trial programs	Personal Contact	Prosecutors volunteer to participate in high school mock trial programs in underrepresented communities to promote interest in criminal prosecution careers.
Outreach to diverse Law School organizations	Personal Contact	Speaking to law school classes. Recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include: <ul style="list-style-type: none"> <li>• Armenian Law Student Association</li> <li>• Vietnamese American Law Society</li> <li>• Pilipino American Law Society</li> <li>• La Raza Law Students Association</li> <li>• Korean American Law Student Association</li> <li>• Black Law Students Associations</li> <li>• Asian Pacific American Law Student Association</li> </ul>
Post job vacancies on websites and in publications geared toward Hispanics, Asians, females and males.	Publication/Print Media	Determine which publications will assist us in meeting out Hispanic recruiting goals and express our desire to hire individuals from diverse backgrounds in recruiting notices. We have contacted SF La Raza Lawyers, East Bay La Raza

		Lawyers Association, and La Raza Lawyers of Santa Clara County to ask them to send out to their members' job postings.
Outreach to Minority Bar Associations	Personal Contact	<p>Notify Minority Bar Associations of employment opportunities and participate in Panel Discussions on Criminal Law issues. Outreach to the three local Bay Area Minority Bar Associations that serve Hispanic attorneys: SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County. In addition, the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. Direct outreach to the following:</p> <ul style="list-style-type: none"> <li>• Asian Pacific Bar Association - Silicon Valley</li> <li>• Asian American Bar Association</li> <li>• Charles Houston Bar Association</li> <li>• Bay Area Black Prosecutors Association</li> <li>• San Francisco La Raza Lawyers</li> <li>• Asian American Prosecutors Association</li> <li>• Filipino Bar Association of Northern California</li> <li>• Black Women Lawyers Association of Northern California</li> <li>• East Bay La Raza Lawyers Association</li> <li>• Korean American Bar Association of Northern California</li> <li>• La Raza Lawyers of Santa Clara County</li> <li>• South Asian Bar Association of Northern California</li> <li>• Vietnamese American Bar</li> </ul>

		Association of Northern California
Outreach to Career Development Office (COO) at Law Schools and other colleges and organizations	Personal Contact	Alumni from the Recruiting Team reach out CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/ Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers (West and Central), Center for the Pacific Asian Family, Mujeres Unidas Y Activas, Korean Family American Services, Asian Pacific Islander Legal Outreach, Asian Americans for Community Involvement.
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel, and express the Office's desire to increase the number of female Senior Inspectors.
Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel, and express the Office's desire to increase the number of bilingual Senior Inspectors.

**Contact:**

  
 Jason Chan  
 Chief of Administrative Services  
 (925) 957-2234  
[jason.chan@contracostada.org](mailto:jason.chan@contracostada.org)

## **EMPLOYMENT AND HUMAN SERVICES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the public such as maintenance workers or custodians.



**EMPLOYMENT AND HUMAN SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
1714 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>46</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	74	9	91	9/91
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-49</b>	<b>X</b>	<b>-40/X</b>
<b>Professionals</b>				
County Workforce	601	14	86	14/86
Census Data	X	45	55	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-31</b>	<b>X</b>	<b>-35/X</b>
<b>Technicians</b>				
County Workforce	34	53	47	53/47
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-2</b>	<b>X/-4</b>
<b>Administrative Support</b>				
County Workforce	994	12	88	12/88
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-26</b>	<b>X</b>	<b>-37/X</b>
<b>Service Maintenance</b>				
County Workforce	11	45	55	45/55
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-13</b>	<b>X</b>	<b>-4/X</b>

<sup>46</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**EMPLOYMENT AND HUMAN SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
1714 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>47</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	Two or more Races (%)
<b>Officials and Administrators</b>							
<b>County Workforce</b>	54	23	11	3	0	1	8
<b>Labor Force/Population</b>	66/43	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-12/X	X/X	X/-15	-11/-15	-1/-1	X/X	X/X
<b>Professionals</b>							
<b>County Workforce</b>	32	26	23	10	1	1	7
<b>Labor Force/Population</b>	60/43	7/10	9/26	21/18	0/1	0/1	2/5
<b>Underrepresentation</b>	-28/-11	X/X	X/-3	-11/-8	X/X	X/X	X/X
<b>Technicians</b>							
<b>County Workforce</b>	41	18	6	15	3	0	17
<b>Labor Force/Population</b>	51/43	7/10	10/26	27/18	0/1	1/1	2/5
<b>Underrepresentation</b>	-10/-2	X/X	-4/-20	-12/-3	X/X	-1/-1	X/X
<b>Administrative Support</b>							
<b>County Workforce</b>	30	25	31	8	1	0	5
<b>Labor Force/Population</b>	53/43	10/10	19/26	15/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-23/-13	X/X	X/X	-7/-10	X/X	X/-1	X/X
<b>Service Maintenance</b>							
<b>County Workforce</b>	9	9	64	18	0	0	0
<b>Labor Force/Population</b>	33/43	10/10	42/26	12/18	0/1	0/1	1/5
<b>Underrepresentation</b>	-24/-34	-1/-1	X/X	X/X	X/-1	X/-1	-1/-5

<sup>47</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **EMPLOYMENT AND HUMAN SERVICES OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Employment and Human Services Department (EHSD) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2019, the EHSD workforce statistical data indicate the following:

- Whites are underrepresented in Official and Administrator, Professional, Technician, Administrative Support, and Service Maintenance positions
- Asians are underrepresented in Official and Administrator, Professional, Technician and Administrative Support positions
- Males are underrepresented in Official and Administrator, Professional, Administrative Support and Service Maintenance positions

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Non-Profit Organizations, Professional Groups, Newspapers, Career Fairs, Colleges and Universities, and online recruitment sites who serve the populations listed above.

**Message:** EHSD will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will send these organizations all highly sought after and hard to recruit positions within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:**

- Local career fairs, Local colleges and universities
- Websites geared towards helping Whites and Asians find employment.
- Created a "Day in the Life" Video Series on Website for Social Worker, Eligibility Worker, and Head Start Supervisor
- On-Line Exams for Social Worker Series

## Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with Community/Faith Based Organizations	Personal Contact	Create consistent ongoing professional relationships with parishioners.
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Attend at least 3 job and career fairs during the fiscal year. EHSD will focus on recruiting Whites and Asians.
Partner with local colleges and universities	Personal Contact	Collaborate with Los Medanos, Contra Costa, Diablo Valley College, CAL State East Bay, and St. Mary's colleges.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as (using specific categories), _Asian Americans/Pacific Islanders in philanthropy outreach) and <u>o</u> utreach to White male veterans.
Advertising in specific periodicals targeting Whites and Asians.	Publications	BBC News Asia Contra Costa Times East Bay Times
Create specific brochures for hard to recruit positions.	Personal	Social Workers Information System Techs Information System and Program Analyst Teachers
Developing an On-line Recruitment test for Eligibility Workers to streamline testing and hiring process	Personal/HR and Personnel Staff	Eligibility Workers

**Contact:** Debora Boutte, Personnel Officer  
[dboutte@ehsd.cccounty.us](mailto:dboutte@ehsd.cccounty.us)

## **FIRE PROTECTION DISTRICT**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the public such as maintenance workers or custodians.
- **Protective Service Workers (Sworn)**: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn)**: Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

**FIRE PROTECTION DISTRICT  
2019 OUTREACH AND RECRUITMENT DATA  
400 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>48</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	15	73	27	73/27
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-15</b>	<b>XI-24</b>
<b>Professionals</b>				
County Workforce	111	94	6	94/6
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-48</b>	<b>XI-45</b>
<b>Technicians</b>				
County Workforce	28	79	21	79/21
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-28</b>	<b>XI-30</b>
<b>Protective Services (Sworn)</b>				
County Workforce	184	96	4	96/4
Census Data	X	82	18	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-14</b>	<b>XI-47</b>
<b>Protective Services (Non-Sworn)</b>				
County Workforce	23	96	4	96/4
Census Data	X	54	46	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-42</b>	<b>XI-47</b>
<b>Administrative Support</b>				
County Workforce	35	20	80	20/80
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-18</b>	<b>X</b>	<b>-29/X</b>
<b>Skilled Craft Workers</b>				
County Workforce	1	100	0	100/0
Census Data	X	95	5	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-5</b>	<b>XI-51</b>
<b>Service Maintenance</b>				
County Workforce	3	100	0	100/0
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-42</b>	<b>XI-51</b>

<sup>48</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**FIRE PROTECTION DISTRICT  
2019 OUTREACH AND RECRUITMENT DATA  
400 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>49</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	67	20	7	0	0	6	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	X/X	-3/-19	-14/-18	-1/-1	X/X	-2/-5
<b>Professionals</b>							
County Workforce	69	8	12	4	1	3	3
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	X/-2	X/-14	-17/-14	X/X	X/X	X/-2
<b>Technicians</b>							
County Workforce	86	4	4	0	0	0	6
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	X/X	-3/-6	-6/-22	-27/-18	X/-1	-1/-1	X/X
<b>Administrative Services</b>							
County Workforce	71	6	20	3	0	0	0
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	X/X	-4/-4	X/-6	-12/-15	-1/-1	X/-1	-2/-5
<b>Skilled Craft</b>							
County Workforce	100	0	0	0	0	0	0
Labor Force/Population	49/43	6/10	35/26	7/18	1/1	0/1	1/5
Underrepresentation	X/X	-6/-10	-35/-26	-7/-18	-1/-1	X/-1	-1/-5
<b>Service Maintenance</b>							
County Workforce	67	0	0	33	0	0	0
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	X/X	-10/-10	-42/-26	X/X	X/-1	X/-1	-1/-5
<b>Protective Services (Sworn)</b>							
County Workforce	68	5	17	3	1	1	5
Labor Force/Population	53/43	15/10	15/26	10/18	3/1	0/1	3/5
Underrepresentation	X/X	-10/-5	X/-9	-7/-15	-2/X	X/X	X/X
<b>Protective Services (Non-Sworn)</b>							
County Workforce	83	4	13	0	0	0	0
Labor Force/Population	65/43	1/10	22/26	8/18	0/1	0/1	5/5
Underrepresentation	X/X	X/-6	-9/-13	-8/-18	X/-1	X/-1	-5/-5

<sup>49</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Fire Protection District remains committed to maintain a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2019, the County's workforce statistical data indicate the following:

- Females are underrepresented in Official and Administrator, Professional, Technical, Protective Services (Sworn), Protective Services (Non-Sworn) and Service Maintenance positions.
- Males are underrepresented in Administrative positions.
- Hispanics are underrepresented in Skilled Craft, Service Maintenance, Protective Services (Non-Sworn) positions.
- Blacks are underrepresented in Service Maintenance and Protective Services (Sworn) positions.
- Asians are underrepresented in Officials and Administrators, Professionals, Technicians, Administrative Services, Skilled Craft, Protective Services (Sworn), and Protective Services (Non-Sworn) positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** The Fire District will continue to conduct strategic outreach efforts to community-based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the District during the fiscal year. In addition, we will continue to promote careers in the Fire Service by collaborating with middle through high schools, and community colleges with a diverse student population. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for District vacancies.

**Tools:** The Fire District continues to work to diversify the pool of eligible applications for positions in the District. Outreach will be targeted towards local middle and high schools, community colleges and universities. We will expand internship opportunities by hiring District Aides who are current students enrolled in Fire Science certificate programs or recent graduates who have some related work experience and interest a career in fire



service. The internship opportunities are a useful tool to expand the applicant pool for permanent positions when they become available.

In May 2019 and September 2019, the Fire District sent two female firefighters to represent the District at the NorCal Women in the Fire Service’s event called, “First Alarm Girl's Fire Camp”. This was a two-day program made up of active duty women firefighters from the Bay Area and across the West Coast. The camp provided girls from 9-12 grade with hands-on training on power tools, hose handling, how to use a fire extinguisher, how to put on and remove personal protective equipment (PPE), orientation to using a self-contained breathing apparatus (SCBA), an introduction to wildland firefighting, and training in ladders including an opportunity to climb the aerial truck ladder.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping our underrepresented find employment.	Personal Contact	Attend at least 5 job and career fairs during the fiscal year. The District will focus on recruiting females and Hispanic candidates to distribute information about the District’s opportunities and vacancies.
Partner with community based organizations who serve females and Hispanics who are interested in working in all the classifications within the Fire Service and Support Services fields	Personal Contact	Collaborate with the local sporting programs reaching student athletes, and statewide organizations such as the CAL-JAC program.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach women who are interested in the Fire Service
Outreach to CBO’s and schools to promote a Fire Explorer program for high school students	Personal Contact/Social Media	Provide a unique opportunity to work alongside our fire suppression professionals
Outreach to candidates to offer practice written tests for Firefighter applicants	Personal Contact	CAL Joint Apprenticeship Committee
Outreach to diverse CBO’s and academic organizations, Post job vacancies and publications focused on	Personal Contact/Social Media/Publication	Recruitment/Outreach team will continue actively seeking opportunities to speak to academic organizations whose members consist of individuals diverse backgrounds to discuss career paths in the Fire Service.

serving diverse populations		<p>Examples of the groups the team has reached out to include:</p> <ul style="list-style-type: none"> <li>• IAFF, Local 1230</li> <li>• IABPF - International Association of Black Professional Firefighters</li> <li>• CA Community Colleges</li> <li>• EMS Paramedic Trade Schools</li> <li>• EMT programs</li> <li>• iWomen (International Association of Women in Fire)</li> <li>• NAHF – International Association of Female Firefighters</li> <li>• NAHFF-National association of Hispanic Firefighters</li> </ul>
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**Contact:** Charles Thomas, Battalion Chief, Equal Employment Opportunity Coordinator  
[cthom@cccfd.org](mailto:cthom@cccfd.org)  
Holly Trieu, HR Analyst, [htrie@cccfd.org](mailto:htrie@cccfd.org)  
Cheryl Morse, HR Analyst, [cmors@cccfd.org](mailto:cmors@cccfd.org)

## **HEALTH SERVICES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Protective Service Workers (Non-Sworn)**: Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

**HEALTH SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
3690 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>50</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	135	33	67	33/67
Census Data	X	58	42	49/51
Underrepresentation	X	-25	X	-16/X
<b>Professionals</b>				
County Workforce	1851	25	75	25/75
Census Data	X	46	54	49/51
Underrepresentation	X	-21	X	-24/X
<b>Technician/s</b>				
County Workforce	582	24	76	24/76
Census Data	X	51	49	49/51
Underrepresentation	X	-27	X	-25/X
<b>Administrative Support</b>				
County Workforce	968	14	86	14/86
Census Data	X	38	62	49/51
Underrepresentation	X	-24	X	-35/X
<b>Service Maintenance</b>				
County Workforce	150	52	48	52/48
Census Data	X	58	42	49/51
Underrepresentation	X	-6	X	X/-3
<b>Protective Services (Non-Sworn)</b>				
County Workforce)	4	50	50	50/50
Census Data	X	54	46	49/51
Underrepresentation	X	-4	X	X/-1

<sup>50</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**HEALTH SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
3690 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>51</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	57	16	11	10	1	0	5
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-9/X	X/X	X/-15	-4/-8	X/X	X/-1	X/X
<b>Professionals</b>							
County Workforce	41	13	13	21	1	0	11
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-19/-2	X/X	X/-13	X/X	X/X	X/-1	X/X
<b>Technicians</b>							
County Workforce	25	19	22	25	1	1	7
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	-26/-18	X/X	X/-4	-2/X	X/X	X/X	X/X
<b>Administrative Services</b>							
County Workforce	30	17	37	9	1	1	5
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-23/-13	X/X	X/X	-6/-9	X/X	X/X	X/X
<b>Service Maintenance</b>							
County Workforce	19	24	34	18	1	0	4
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	-14/-24	X/X	-8/X	X/X	X/X	X/-1	X/-1
<b>Protective Services (Non-Sworn)</b>							
County Workforce	50	0	25	0	0	25	0
Labor Force/Population	65/43	1/10	22/26	8/18	0/1	0/1	5/5
Underrepresentation	-15/X	-1/-10	X/-1	-8/-18	X/-1	X/X	-5/-5

<sup>51</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN FY 2020-2021

**Issue:** As of December 31, 2019, Contra Costa Health Services' statistical data showed under-representation of the following:

- Males in Officials and Administrators, Professionals, Technicians and Administrative Services.
- Whites in Officials and Administrators, Professional, Technicians, Administrative Services, Service Maintenance and Protective Services Non-Sworn positions.
- Hispanics in Service Maintenance positions
- Asians in Protective Services Non-Sworn positions.

The Health Services Department has nine divisions providing health care and emergency response services to the residents of Contra Costa County. The majority of our professional classifications are held by women. Per data from the United States Department of Labor, there is a disproportionate representation of women in certain professions such as Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager.

The Department conducts its own recruitment and strives to reach a diverse applicant pool by utilizing the County's Outreach Mailing List consistently in addition to posting our job announcements online to popular websites such as Craigslist, Indeed and Monster, and distribution to health professional organizations and community agencies.

**Objective:** Increase the applicant pool of males, White, Hispanic, and Asian candidates who meet the minimum qualifications and maintain a diverse workforce within the Health Services Department.

**Message:** The Department will continue to utilize the County's list of community/faith based organizations and work with SPIN Recruitment Agency by posting our job announcements to popular websites such as Indeed, Monster, and Craigslist and expand to non-traditional sites. In addition, we participate in local job/career fairs, and collaborate with our division managers to look for innovative ways to attract qualified candidates from affiliated organizations, local colleges and universities.

**Tools:** Community/Faith based organizations  
 Websites geared toward Males and Whites  
 Publications geared toward Males and Whites  
 Local job/career fairs  
 Colleges and Universities  
 Professional Organizations

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Utilize the County's community/faith based organization list	Print Media/Internet	Continue to send job announcements thru General Services to ALL community/faith based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Continue to work with SPIN Recruitment Agency to identify websites and organizations geared toward underrepresented categories and post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Recruitment Agency to identify publications geared toward underrepresented categories and post job announcements
Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department's vacancies and connect to candidates in person
Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Holy Names, Mills, Kaiser Allied Health, etc...
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Hiring Managers who have affiliations with professional organizations and send job announcements electronically

**Contact:** Jo-Anne Linares (925) 957-5246  
[Jo-Anne.Linares@cchealth.org](mailto:Jo-Anne.Linares@cchealth.org)

## **HUMAN RESOURCES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.



**HUMAN RESOURCES  
2019 OUTREACH AND RECRUITMENT DATA  
35 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>52</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	5	0	100	0/100
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	X	<b>-58</b>	X	<b>-49/X</b>
<b>Professionals</b>				
County Workforce	11	27	73	27/73
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	X	<b>-19</b>	X	<b>-22/X</b>
<b>Administrative Support</b>				
County Workforce	19	21	79	21/79
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	X	<b>-17</b>	X	<b>-28/X</b>

<sup>52</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**HUMAN RESOURCES  
2019 OUTREACH AND RECRUITMENT DATA  
35 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>53</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	80	0	20	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	XX	-7/-10	X/-6	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	64	9	18	9	0	0	0
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	X/-1	X/-8	-12/-9	X/-1	X/-1	-2/-5
<b>Administrative Support</b>							
County Workforce	26	16	37	21	0	0	0
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-27/-17	X/X	X/X	X/X	-1/-1	X/-1	-2/-5

<sup>53</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino.



## HUMAN RESOURCES OUTREACH AND RECRUITMENT PLAN FY 2020-2021

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2019, the Human Resources Department statistical data for gender and ethnicity underrepresentation is listed below:

### **Male**

- Officials and Administrators - 58%
- Professionals - 19%
- Administrative Support- 17%

### **White**

- Administrative Support - 27%

### **Black**

- Officials and Administrators- 7%

### **Asian**

- Officials and Administrators- 14%
- Professionals- 12%

**Objective:** Increase outreach to underrepresented candidates for positions in the Human Resources Department.

**Message:** The department will continue to develop and utilize innovative recruitment tools to attract a diverse applicant pool of qualified candidates desiring a career in government human resources including advertising employment opportunities on websites that will reach a more diverse workforce.

**Tools:** Our current recruitment strategies include distribution of all County job opportunities to a vast number of community and faith based organizations, colleges, cities, and employment placement services.

Our plan is to post vacancies on websites to include CareersinGovernment, Monster, Hot Jobs, Craigslist, CareerBuilder, Dice, Indeed, Bay Area Careers, SimplyHired, etc. and social media sites such as Facebook, Instagram, Twitter and LinkedIn.

We will also reach out to select universities including University of California, Berkeley, University of California, Los Angeles, University of California, Davis. Local colleges such as Cal State East Bay, Los Medanos and Diablo Valley, as well as other adult schools in the area will be targeted. We will continue to post on sites geared toward human resources professionals such as SHRM, CALPELRA and IPMA.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards recruiting underrepresented candidates	Personal Contact	Attend at least 4 job and career fairs during the fiscal year to distribute information on the department's vacancies.
Partner with community/faith based organizations to reach a diverse candidate pool.	Personal Contact	Create professional relationships and partner with community based organizations such as the Monument Crisis Center, the RYSE Center, etc.
Research employment websites and register to join the online community.	Internet/Computer	Advertise employment opportunities on targeted websites that will reach underrepresented candidates.

Collaborate with our local adult schools and community colleges to attract and recruit students to consider careers in Human Resources.	Personal Contact with College Counselors and Advisors	Reach out to local adult schools and junior colleges such as Martinez Adult School, Mt, Diablo Adult Education, West Contra Costa Adult Education, Loma Vista Adult Education, Acalanes Adult Education Diablo Valley College, and Los Medanos College
Increase utilization of social media	Internet/Computer	Advertise employment opportunities on Facebook, Instagram, Twitter and LinkedIn.

Contact: Stacey Durocher, Human Resources Department at (925) 335-1703  
[stacey.durocher@hrd.cccounty.us](mailto:stacey.durocher@hrd.cccounty.us)

## **LIBRARY**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**LIBRARY  
2019 OUTREACH AND RECRUITMENT DATA  
327 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>54</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	2	0	100	0/100
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-58</b>	<b>X</b>	<b>-49/X</b>
<b>Professionals</b>				
County Workforce	67	16	84	16/84
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-30</b>	<b>X</b>	<b>-33/X</b>
<b>Technicians</b>				
County Workforce	7	57	43	57/43
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-6</b>	<b>X/-8</b>
<b>Administrative Support</b>				
County Workforce	251	22	78	22/78
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-16</b>	<b>X</b>	<b>-27/X</b>

<sup>54</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**LIBRARY  
2019 OUTREACH AND RECRUITMENT DATA  
327 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>55</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	Two or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	50	0	50	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-16/X	-7/-10	X/X	-14/18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	81	0	9	4	0	0	6
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	-7/-10	X/-17	-17/-14	X/-1	X/-1	X/X
<b>Technicians</b>							
County Workforce	72	0	0	14	0	0	14
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	X/X	-7/-10	-10/-26	-13/-4	X/-1	-1/-1	X/X
<b>Administrative Support</b>							
County Workforce	58	6	14	13	2	0	7
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	X/X	-4/-4	-5/-12	-2/-5	X/X	X/-1	X/X

<sup>55</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.





## **LIBRARY OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve.

According to the December 31, 2019 Contra Costa County Outreach and Recruitment Data Report, males are under-represented in the Library Department by the following percentage in the three (3) occupational categories:

### **Males**

- Officials and Administrators 58%
- Professionals 30%
- Administrative Support 16%

### **Females**

- Technicians 6%

### **Whites**

- Officials and Administrators 16%

### **Blacks**

- Officials and Administrators 7%
- Professionals 7%
- Technicians 7%

### **Hispanics**

- Technicians 10%

**Asians**

- Officials and Administrators 14%
- Professionals 17%
- Technicians 13%

**Objective:** Ensure that the Library workforce reflects the diversity of the County by continuing to diversify staff in all Library work units while increasing the presence of males, Whites, Blacks, Hispanics and Asians within the workforce.

The Library currently meets this objective in the following areas:

- Demographics by race and ethnicity in the Administrative Support Occupational Category.

**Message:** The Library will continue to conduct targeted outreach efforts in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions. This effort will continue to be a part of the Library’s overall Marketing Communications Plan developed in support of the Library’s strategic goal of promoting its values, programs and opportunities to the community.

**Measurement:** The Library will conduct an annual review of applicants as well as employees hired and promoted.

**Tools:** Social media  
Virtual and local job fairs and career days  
Virtual and local community based events  
Websites geared towards helping men find employment  
Bridge to Success program  
Informational bookmarks  
Other Library literature

**Message Distribution**

<b>STRATEGY</b>	<b>ELEMENT</b>	<b>TASKS</b>
Participate in job and career fairs, attend community events, and staff employer recruiter booth.	Personal Contact/Outreach and Engagement	The Libraries will continue to participate in local community events that target underserved populations. We will inform and promote community library job and

<p>Network with local community colleges and universities to increase the applicant pool and explain the Library's recruitment mission, strategic plan and goals.</p>		<p>volunteer opportunities virtually or in person.  Community Events:</p> <ul style="list-style-type: none"> <li>• California Library Association (CLA) Conference</li> <li>• High School Career Days</li> <li>• DVC Tech Program open house</li> </ul> <p>Job Fairs:</p> <ul style="list-style-type: none"> <li>• Diablo Valley Career Fair</li> <li>• San Jose State Public Service Career Fair</li> </ul>
<p>Update promotional bookmark and create brochures explaining outreach objective for each external recruitment.</p>	<p>Publication/Print Media</p>	<p>Distribute and promote recruitments at all 26 Library locations.</p>
<p>Update and expand existing list of websites where job vacancies are posted to include websites that are geared towards males and others.</p>	<p>Internet/Computer  Personal Contact/Outreach and Engagement</p>	<p>Research employment websites for males.  Research employment websites for others.</p> <p>Contact, register and post vacancies at:</p> <ul style="list-style-type: none"> <li>• Asian-jobs.com</li> <li>• Diversity.com</li> <li>• ncfm.org (National Coalition for Men)</li> <li>• naaapsf.org (National Association of Asian American Professionals)</li> <li>• Shelter, Inc.</li> <li>• Salvation Army</li> <li>• League of San Francisco</li> <li>• ALA Spectrum</li> <li>• Black Caucus of American Library Association</li> </ul>

		<ul style="list-style-type: none"> <li>• American Indian Library Association</li> <li>• Chinese American Librarians Association</li> <li>• America's Job Exchange</li> </ul>
Utilize social media to expand exposure of open job opportunities.	Electronic Media	<p>Post link to open job opportunities on the Department's Facebook page.</p> <p>Message group administrators of group Facebook pages such as, "We Here" and "Spectrum Cohort 2014-2018" to post upcoming and open job opportunities.</p>
Create and revive partnerships with like-minded education facilities and businesses.	Personal Contact/Outreach and Engagement	<p>Attend virtual job fairs, information days and discuss internship opportunities with Diablo Valley College, Library Technology Program students.</p> <p>Assist Elder Tech Academy with placement of students and volunteers.</p>
Continue in Bridge to Success Pilot Program for individuals with developmental disabilities.	Recruitment	Cancel One (1) 40/40 Clerk Beginning Level Project position and add two (2) 20/40 Clerk Beginning Level Project positions. Hire two (2) part time employees and evaluate performance on a quarterly basis.

**Contact:** Natalie Darone, Human Resources Analyst II  
[Natalie.Darone@library.cccounty.us](mailto:Natalie.Darone@library.cccounty.us)

## **PROBATION**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Sworn)**: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn)**: Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

**PROBATION  
2019 OUTREACH AND RECRUITMENT DATA  
324 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>56</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	11	64	36	64/36
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-6</b>	<b>X/-15</b>
<b>Professionals</b>				
County Workforce	30	53	47	53/47
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-7</b>	<b>X/-4</b>
<b>Technicians</b>				
County Workforce	3	100	0	100/0
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-49</b>	<b>X/-51</b>
<b>Administrative Support</b>				
County Workforce	36	8	92	8/92
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-30</b>	<b>X</b>	<b>-41/X</b>
<b>Service Maintenance</b>				
County Workforce	15	80	20	80/20
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-22</b>	<b>X/-31</b>
<b>Protective Services (Sworn)</b>				
County Workforce	105	42	58	42/58
Census Data	X	82	18	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-40</b>	<b>X</b>	<b>-7/X</b>
<b>Protective Services (Non-Sworn)</b>				
County Workforce	124	60	40	60/40
Census Data <sup>8</sup>	X	54	46	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-6</b>	<b>X/-11</b>

<sup>56</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**PROBATION  
2019 OUTREACH AND RECRUITMENT DATA  
324 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>57</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	55	27	9	0	0	0	9
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-11/X	X/X	-1/-17	-14/-18	-1/-1	X/-1	X/X
<b>Professionals</b>							
County Workforce	53	17	24	3	0	0	3
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-7/X	X/X	X/-2	-18/-15	X/-1	X/-1	X/-2
<b>Technicians</b>							
County Workforce	100	0	0	0	0	0	0
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	X/X	-7/10	-10/-26	-27/-18	X/-1	-1/-1	-2/-5
<b>Administrative Services</b>							
County Workforce	50	17	11	17	0	0	5
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-3/X	X/X	-8/-15	X/-1	-1/-1	X/-1	X/X
<b>Service Maintenance</b>							
County Workforce	33	33	20	7	0	0	7
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	X/-10	X/X	-22/-6	-5/-11	X/-1	X/-1	X/X
<b>Protective Services (Sworn)</b>							
County Workforce	38	26	27	4	0	0	5
Labor Force/Population	53/43	15/10	15/26	10/18	3/1	0/1	3/5
Underrepresentation	-15/-5	X/X	X/X	-6/-14	-3/-1	X/-1	X/X
<b>Protective Services (Non-Sworn)</b>							
County Workforce	27	36	27	6	0	2	2
Labor Force/Population	65/43	1/10	22/26	8/18	0/1	0/1	5/5
Underrepresentation	-38/-16	X/X	X/X	-2/-12	X/-1	X/X	-3/-3

<sup>57</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **PROBATION OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2019, the Probation Department's statistical data indicates the following:

- Females are underrepresented in Professional, Technical, and Service Maintenance positions;
- Males are underrepresented in Administrative Support and Protective Service (Sworn) positions;
- Whites are underrepresented in Officials and Administration, Professional, and Protective Services (sworn and non-sworn) positions;
- Blacks are underrepresented in Technician positions;
- Hispanics are underrepresented in Technician, Administrative Services and Service Maintenance positions;
- Asians are underrepresented in Official and Administrator, Professional, and Technician positions;

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to educational and vocational training service providers, professional organizations, and online recruitment and employment resource sites who serve the populations listed above.

**Message:** Probation will conduct strategic outreach efforts with the groups and organizations listed above and online websites that serve those populations where we have underrepresentation. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Local job fairs and career days  
Local Adult Education and vocational training programs Local



colleges and universities

Websites geared towards helping underrepresented populations find employment

Informational brochures

Social Media Sources

Chief Probation Officers of California (CPOC) Website

### Message Distribution

STRATEGY	ELEMENT	TASKS
Outreach to diverse colleges and universities with criminal justice and corrections related degree programs	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, and Cal State East Bay to make presentations in classes, and provide organized tours of facilities for students
Outreach to diverse Adult Education and vocational training programs with technical and administrative support skill development programs	Personal Contact	Create professional relationships and partner with local education programs such as the five regional Adult Education centers, and the Contra Costa County Office of Education
Increase ease of communicating employment opportunities, minimum qualifications for hire, and applicant processes through printed resource Material	Publication / Print Media	Create recruitment fliers to be disseminated by staff when they come in contact with potential job applicants
Use employment websites focused on the underrepresented populations	Internet/Computer	Register with websites such as <a href="http://www.opportunityjunction.org/">http://www.opportunityjunction.org/</a> and <a href="http://www.eastbayworks.com/cccounty/">http://www.eastbayworks.com/cccounty/</a> <a href="https://www.cpoc.org/employment-opportunities">https://www.cpoc.org/employment-opportunities</a> to post vacancies and open recruitments
Attend job and career fairs focused on the underrepresented populations	Personal Contact	Attend at least three job and career fairs during the fiscal year sponsored by organizations that identify with diverse populations

**Contact:** Jeff Waters  
[Jeff.waters@prob.cccounty.us](mailto:Jeff.waters@prob.cccounty.us)

## **PUBLIC DEFENDER**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**PUBLIC DEFENDER  
2019 OUTREACH AND RECRUITMENT PLANS  
139 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>58</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	9	22	78	22/78
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-36</b>	<b>X</b>	<b>-27/X</b>
<b>Professionals</b>				
County Workforce	93	38	62	38/62
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-8</b>	<b>X</b>	<b>-11/X</b>
<b>Administrative Support</b>				
County Workforce	37	24	76	24/76
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-14</b>	<b>X</b>	<b>-25/X</b>

<sup>58</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**PUBLIC DEFENDER  
2019 OUTREACH AND RECRUITMENT PLANS  
139 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>59</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	2 or more Races (%)
<b>Officials and Administrators</b>							
<b>County Workforce</b>	67	11	0	11	0	11	0
<b>Labor Force/Population</b>	66/43	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	X/X	X/X	-10/-26	-3/-7	-1/-1	X/X	-2/-5
<b>Professionals</b>							
<b>County Workforce</b>	54	14	20	3	0	0	9
<b>Labor Force/Population</b>	60/43	7/10	9/26	21/18	0/1	0/1	2/5
<b>Underrepresentation</b>	-6/X	X/X	X/-6	-18/-15	X/-1	X/-1	X/X
<b>Administrative Support</b>							
<b>County Workforce</b>	16	32	41	11	0	0	0
<b>Labor Force/Population</b>	53/43	10/10	19/26	15/18	1/1	0/1	2/5
<b>Underrepresentation</b>	-37/-27	X/X	X/X	-4/-7	-1/-1	X/-1	-2/-5

<sup>59</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **PUBLIC DEFENDER OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2019, the Office of the Public Defender workforce statistical data indicates the following:

- Males are underrepresented in Officials and Administrators, Professionals and Administrative Support positions;
- Whites are underrepresented in the Administrative Support positions.
- Hispanics are underrepresented in Officials and Administrator positions; and
- Asians are underrepresented in Professional positions.

**Objectives:**

- Increase the applicant flow of underrepresented groups within our Department's workforce by conducting specific outreach and targeted recruitment efforts to community and/or faith based organizations, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** The Department will continue to conduct strategic and targeted outreach efforts to traditionally underrepresented racial minorities, in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

**Tools:** We will continue to increase the pool of eligible applicants for positions in the department by targeting outreach to local colleges, universities and law schools with our above objectives in mind.

**Accomplishments:** Our Department is primarily financed through the general fund; therefore, we are limited in the number of positions that we are able to fill through attrition vacancies. However, we have recently been successful in securing outside grant funding for some positions. In the future, we will continue to strive to hire into these positions from a

broad applicant pool.

Finally, to maintain the diversity of our workforce, the Department Head has formed a diversity committee who actively recruits minority attorney and graduate law clerk applicants from a diverse array of law schools. The Department strives to promote diversity and achieve gender-balance in the graduate law clerk pool, as this group is a significant source of applicants for the entry-level attorney positions. Although the workforce of this Department represents only a small portion of the County’s overall workforce, because of the significant diversity in our client population, we are uniquely focused and committed to achieving the County EEO and Recruitment targets.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, SF State, USF Golden Gate Univ. and local Community Colleges as well as local High Schools to increase the applicant pool and explain the Office of the Public Defender’s outreach and recruitment mission and goals	Publication Print Media	Reach out to Academic Career Advisors and Alumni Relations to explain the department’s goal of increasing the pool of qualified males; send informational letters local High Schools and Community Colleges.
Attend local job and diversity fairs at UC Hastings; Cal State East Bay, UC Davis, SF State, USF Golden Gate Univ.	Personal Contact	Attend and provide flyers that can be distributed at job and diversity fairs; explain department goals to attain diversity and gender-balance in the workforce.
Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool, such as DVC and Los Medanos, UC Berkeley, etc.	Electronic	Send job announcements of vacancies via email including our goals of attracting a diverse and gender balanced workforce.

**Contact:** Joanne Sanchez, Administrative Services Officer 925-335-8065

[Joanne.Sanchez@pd.cccounty.us](mailto:Joanne.Sanchez@pd.cccounty.us)

## **PUBLIC WORKS**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training, work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**PUBLIC WORKS  
2019 OUTREACH AND RECRUITMENT DATA  
384 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>60</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	14	71	29	71/29
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-13</b>	<b>X/-22</b>
<b>Professionals</b>				
County Workforce	87	55	45	55/45
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-9</b>	<b>X/-6</b>
<b>Technicians</b>				
County Workforce	43	77	23	77/23
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-26</b>	<b>X/-28</b>
<b>Administrative Support</b>				
County Workforce	58	40	60	40/60
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-2</b>	<b>-9/X</b>
<b>Skilled Craft</b>				
County Workforce	74	99	1	99/1
Census Data	X	95	5	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-4</b>	<b>X/-50</b>
<b>Service Maintenance</b>				
County Workforce	108	85	15	85/15
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-27</b>	<b>X/-36</b>

<sup>60</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.



**PUBLIC WORKS  
2019 OUTREACH AND RECRUITMENT DATA  
384 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>61</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian / Pacific Islander (%)	American Indian/ Alaska Native (%)	2 or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	57	0	15	14	0	0	14
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	-9/X	-7/-10	X/-11	X/-4	-1/-1	X/-1	X/X
<b>Professionals</b>							
County Workforce	55	5	13	22	1	0	4
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	-5/X	-2/-5	X/-13	X/X	X/X	X/-1	X/-1
<b>Technicians</b>							
County Workforce	61	0	9	9	7	2	12
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	X/X	-7/-10	-1/-17	-18/-9	X/X	X/X	X/X
<b>Administrative Support</b>							
County Workforce	47	5	17	20	7	2	2
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-6/X	-5/-5	-2/-9	X/X	X/X	X/X	X/-3
<b>Service Maintenance</b>							
County Workforce	37	15	38	7	1	1	1
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	X/-6	X/X	-4/X	-5/-11	X/X	X/X	X/-4
<b>Skilled Craft Workers</b>							
County Workforce	59	8	16	11	0	3	3
Labor Force/Population	49/43	6/10	35/26	7/18	1/1	0/1	1/5
Underrepresentation	X/X	X/-2	-19/-10	X/-7	-1/-1	X/X	X/-2

<sup>61</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities we serve. As of December 31, 2019, the Public Works Department statistical data indicates the following:

- Women are underrepresented in Officials and Administrators, Professionals, Technicians, and Service Maintenance positions.
- Whites are underrepresented in Officials and Administrators positions.
- Blacks are underrepresented in Officials and Administrators and Technician positions.
- Hispanics are underrepresented in Skilled Craft Worker positions.
- Asians are underrepresented in Technician positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and targeted recruitment efforts to community/faith based organizations, professional groups and online recruitment sites who serve the populations listed above.

**Message:** The Public Works Department will conduct strategic and targeted recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions. We will electronically send these organizations recruitment information for all open positions within the department during the fiscal year. This targeted recruitment method will help to create a more diverse applicant pool of qualified candidates to apply for Public Works positions.

**Tools:**

- Local job fairs and career days
- Colleges and universities
- University journals and alumni associations
- Websites that cater to our target audiences
- Community/ faith based organizations

## Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure that explains the Public Works department outreach and recruitment mission and goals.	Publication and Print Media	Send brochures to CBOs such as Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps. Brochures will also be distributed at job and career fairs, as well as conferences and seminars.
Attend job and career fairs that serve women and people of color	Personal Contact	Attend at least 2 job fairs hosted by colleges, universities, community based organizations and professional organizations that serve women and people of color.
Post job vacancies online to reach Public Works target audience.	Electronic	Post job opportunities on websites that target job seekers that are women and people of color, such as tradeswomen.org, womenforhire.com; Society for Black Engineers, Society for Women Engineers, Society for Hispanic Engineers, etc.
Develop relationships with organizations that have apprentice and training programs for trades occupations	Personal contact	Collaborate with local CBOs, apprenticeship, and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist the department in identifying a diverse pool of candidates that may be interested in applying for Public Works positions.
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job opportunities.	Personal contact	Partner with community colleges, trade schools and California universities to attend their sponsored job fairs and post on their job boards (i.e. Contra Costa Community Colleges, Universal Technical Institute, IBT Tech, UCs and CSUs)
Ensure that oral board and interview panels reflect the diversity of the candidate pool	Personal contact	When contacting potential oral board raters and identifying interview panel members, ensure that there is appropriate diversity on the panels.

**Contact:** Adrienne Todd, Departmental Personnel Officer  
[Adrienne.Todd@pw.cccounty.us](mailto:Adrienne.Todd@pw.cccounty.us)

## **SHERIFF-CORONER**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Sworn)**: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn)**: Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

**SHERIFF-CORONER  
2019 OUTREACH AND RECRUITMENT DATA  
1046 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>62</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	11	64	36	64/36
Census Data	X	58	42	49/51
Underrepresentation	X	X	-6	X/-15
<b>Professionals</b>				
County Workforce	124	73	27	73/27
Census Data	X	46	54	49/51
Underrepresentation	X	X	-27	X/-24
<b>Technicians</b>				
County Workforce	123	75	25	75/25
Census Data	X	51	49	49/51
Underrepresentation	X	X	-24	X/-26
<b>Administrative Support</b>				
County Workforce	174	19	81	19/81
Census Data	X	38	62	49/51
Underrepresentation	X	-19	X	-30/X
<b>Service Maintenance</b>				
County Workforce	29	79	21	79/21
Census Data	X	58	42	49/51
Underrepresentation	X	X	-21	X/-30
<b>Protective Services (Sworn)</b>				
County Workforce	507	83	17	83/17
Census Data	X	82	18	49/51
Underrepresentation	X	X	-1	X/-34
<b>Protective Services (Non-Sworn)</b>				
County Workforce	78	62	38	62/38
Census Data	X	54	46	49/51
Underrepresentation	X	X	-8	X/-13

<sup>62</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**SHERIFF-CORONER  
2019 OUTREACH AND RECRUITMENT DATA  
1046 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>63</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	73	9	18	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	X/-1	X/-8	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	70	7	11	4	1	0	7
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	X/-3	X/-15	-17/-14	X/X	X/-1	X/X
<b>Technicians</b>							
County Workforce	73	2	14	5	0	0	6
Labor Force/Population	51/43	7/10	10/26	27/18	0/1	1/1	2/5
Underrepresentation	X/X	-5/-8	X/-12	-22/-13	X/-1	-1/-1	X/X
<b>Administrative Services</b>							
County Workforce	55	14	16	9	2	0	4
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	X/X	X/X	-3/-10	-6/-9	X/X	X/-1	X/-1
<b>Service Maintenance</b>							
County Workforce	17	4	55	21	0	0	3
Labor Force/Population	33/43	10/10	42/26	12/18	0/1	0/1	1/5
Underrepresentation	-16/-26	-6/-6	X/X	X/X	X/-1	X/-1	X/-2
<b>Protective Services (Sworn)</b>							
County Workforce	65	9	17	4	1	0	4
Labor Force/Population	53/43	15/10	15/26	10/18	3/1	0/1	3/5
Underrepresentation	X/X	-6/-1	X/-9	-6/-14	-2/X	X/-1	X/-1
<b>Protective Services (Non-Sworn)</b>							
County Workforce	59	19	16	4	1	0	1
Labor Force/Population	65/43	1/10	22/26	8/18	0/1	0/1	5/5
Underrepresentation	-6/X	X/X	-6/10	-4/-14	X/X	X/-1	-4/-4

<sup>63</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **SHERIFF-CORONER OUTREACH AND RECRUITMENT PLAN FY 2020-2021**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2019, the Office of the Sheriff's workforce statistical data indicates the following:

- Asians are underrepresented in Officials and Administrators, Professional, and Technical positions;
- Whites are underrepresented in Service Maintenance positions;
- Females are underrepresented in Professional, Technical, Service Maintenance and Protective Services (non-sworn) positions;
- Males are underrepresented in Administrative Support positions.

**Objective:** Increase the recruitment efforts to these underrepresented groups by conducting focused outreach efforts to community organizations, professional groups and online recruitment sites that serve these underrepresented populations.

**Message:** The Office will conduct strategic and targeted outreach efforts to these underrepresented groups to create a more diverse applicant pool of qualified candidates to apply for and be successful in civilian positions within the law enforcement community.

**Tools:** Websites geared toward a diverse group of job seekers interested in working for a law enforcement agency  
Community Events and Organizations\*  
Local Job Fairs and Career Days\*  
Local Colleges and Universities\*  
Incorporate non-sworn job opportunities into our robust sworn recruitment efforts

## Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Create brochures, flyers, posters and billboards that demonstrate the diverse workforce of the Office of the Sheriff. To include the non-sworn positions that support the mission of law enforcement.</p>	<p>Publication Print Media Websites</p>	<p>Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works. Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, and Deputy Sheriff Association Websites.</p>
<p>Attend job fairs and career days that serve a large ethnically diverse population</p>	<p>Online Conference Websites Personal Contact – once Shelter-in-Place restrictions are lifted.</p>	<p>Set up class presentations, working job fairs, and workshops at Asian and female-dominated high school, colleges, and universities.</p>
<p>Increase exposure in the local communities served by participating in local and community events, primarily through online events due to COVID 19.</p>	<p>Online Conferences Websites Personal Contact – once shelter-in-place restrictions are lifted.</p>	<p>Participate in recruiting community events as available due to COVID 19 shelter-in-place.</p>

**Contact:** Mary Jane Robb, Commander, Management Services  
[mrobb@so.cccounty.us](mailto:mrobb@so.cccounty.us)



## **TREASURER-TAX COLLECTOR**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**TREASURER-TAX COLLECTOR25  
2019 OUTREACH AND RECRUITMENT DATA  
28 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>64</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	4	25	75	25/75
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-33</b>	<b>X</b>	<b>-24/X</b>
<b>Professionals</b>				
County Workforce	5	60	40	60/40
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-14</b>	<b>X/-11</b>
<b>Technicians</b>				
County Workforce	4	25	75	25/75
Census Data	X	51	49	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-26</b>	<b>X</b>	<b>-24/X</b>
<b>Administrative Support</b>				
County Workforce	15	0	100	0/100
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>-38</b>	<b>X</b>	<b>-49/X</b>

<sup>64</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.

**TREASURER-TAX COLLECTOR  
2019 OUTREACH AND RECRUITMENT DATA  
28 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>65</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
<b>County Workforce</b>	25	0	25	25	0	0	25
<b>Labor Force/Population</b>	66/43	7/10	10/26	14/18	1/1	0/1	2/5
<b>Underrepresentation</b>	<b>-41/-18</b>	<b>-7/-10</b>	<b>X/-1</b>	<b>X/X</b>	<b>-1/-1</b>	<b>X/-1</b>	<b>X/X</b>
<b>Professionals</b>							
<b>County Workforce</b>	80	0	20	0	0	0	0
<b>Labor Force/Population</b>	60/43	7/10	9/26	21/18	0/1	0/1	2/5
<b>Underrepresentation</b>	<b>X/X</b>	<b>-7/-10</b>	<b>X/-6</b>	<b>-21/-18</b>	<b>X/-1</b>	<b>X/-1</b>	<b>-2/-5</b>
<b>Technicians</b>							
<b>County Workforce</b>	25	75	0	0	0	0	0
<b>Labor Force/Population</b>	51/43	7/10	10/26	27/18	0/1	1/1	2/5
<b>Underrepresentation</b>	<b>-26/-18</b>	<b>X/X</b>	<b>-10/-26</b>	<b>-27/-18</b>	<b>X/-1</b>	<b>-1/-1</b>	<b>-2/-5</b>
<b>Administrative Support</b>							
<b>County Workforce</b>	40	27	13	6	0	7	7
<b>Labor Force/Population</b>	53/43	10/10	19/26	15/18	1/1	0/1	2/5
<b>Underrepresentation</b>	<b>-13/-3</b>	<b>X/X</b>	<b>-6/-13</b>	<b>-9/-12</b>	<b>-1/-1</b>	<b>X/X</b>	<b>X/X</b>

<sup>65</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
OFFICE OF TREASURER-TAX COLLECTOR  
OUTREACH AND RECRUITMENT PLAN  
FY 2020-2021**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2019, the Office of Treasurer – Tax Collector statistical data indicates the following:

- Males are underrepresented in Officials & Administrators positions (33%) in Technical positions (26%) and in Administrative Support (38%).
- Females are underrepresented in Professional positions (14%).
- Whites (41%) and Blacks (7%) are underrepresented in Officials and Administrator positions.
- Asians (21%) and Blacks (7%) are underrepresented in Professional positions.
- Asians (27%) Whites (26%) and Hispanics (10%) are underrepresented in Technical positions.
- Whites (13%) and Asians (8%) are underrepresented in Administrative Support positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by HR department conducting specific outreach and recruitment efforts to community/faith based organizations (cbos), professional groups and online recruitment sites who serve the populations listed above.

**Message:** Human Resources will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We request Human Resources in their outreach efforts to electronically send these organizations all

open vacancies within our department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

- Tools:**
- Distribute information to CBOs
  - Local job fairs and Career days
  - Local colleges and universities
  - Websites geared towards recruiting males to Officials and Administrators, Technicians and Administrative Support positions
  - Websites geared towards recruiting Black and Asian females to Professional positions

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Partner with Community Based Organizations who serve males who are interested in working in the Officials and Administrators, Technical and Administrative Support fields	Personal Contact/E-mail	Collaborate with cbos and professional organizations by sending them announcements of vacancies via e- mail or by mail.
We recommend HR attend job and career fairs geared towards helping White and Black males find employment as Officials & Administrators and Asian and Black females for Professional vacancies	Personal Contact	County HR Representative to attend job and career fairs during the fiscal year. The County will focus on recruiting males for Official & Administrative opportunities and females for Professional opportunities when distributing information about the department’s vacancies.

E-mail job vacancies to local community colleges and universities to reach a greater applicant pool	Personal Contact/Electronic	HR to send job announcements of vacancies via e-mail to local colleges such as DVC, Los Medanos and Cal State East Bay.
Partner with professional organizations to reach out to White and Black males to apply for Officials/ Administrators and Asian and Black females to apply to Professional positions within our workforce	Personal Contact/Electronic	Register and post job vacancies on websites such as California State Association of Counties (CSAC) <a href="http://www.counties.org/">www.counties.org/</a> , <a href="http://www.californiacitynews.org">www.californiacitynews.org</a> , Asian American Women's Alliance <a href="http://www.aawalliance.com">www.aawalliance.com</a> , Asian America MultiTechnology Association <a href="http://www.aamasv.com">www.aamasv.com</a> , the National Association of Black Accountants Inc. <a href="http://www.sfnabainc.com">www.sfnabainc.com</a> , and <a href="http://www.idealists.org">www.idealists.org</a>
Research employment websites and register to join the online community	Electronic	Register and post job vacancies on websites such as <a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.sfbay.craigslist.org">www.sfbay.craigslist.org</a> , and <a href="http://www.bayareacareer.com/bay_area.php">www.bayareacareer.com/bay_area.php</a>

**Contact:** Ronda Boler, (925) 957-2888  
[Ronda.Boler@tax.cccounty.us](mailto:Ronda.Boler@tax.cccounty.us)

## **VETERANS SERVICES**

The Office of EEO analyzed the workforce underrepresentation within each department as of December 31, 2019. The job occupational categories and definitions are listed below.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**VETERANS SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
9 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>66</sup>	Male (%)	Female (%)	County Population (%)
<b>Officials and Administrators</b>				
County Workforce	1	100	0	100/0
Census Data	X	58	42	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-42</b>	<b>X/-51</b>
<b>Professionals</b>				
County Workforce	6	67	33	67/33
Census Data	X	46	54	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-21</b>	<b>X/-18</b>
<b>Administrative Support</b>				
County Workforce	2	50	50	50/50
Census Data	X	38	62	49/51
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>-12</b>	<b>X/-1</b>

<sup>66</sup> The total number of people who had worked for the County at least one day during the 2019 calendar year.



**VETERANS SERVICES  
2019 OUTREACH AND RECRUITMENT DATA  
9 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>67</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)	Two or more Races (%)
<b>Officials and Administrators</b>							
County Workforce	100	0	0	0	0	0	0
Labor Force/Population	66/43	7/10	10/26	14/18	1/1	0/1	2/5
Underrepresentation	X/X	-7/-10	-10/-26	-14/-18	-1/-1	X/-1	-2/-5
<b>Professionals</b>							
County Workforce	83	0	17	0	0	0	0
Labor Force/Population	60/43	7/10	9/26	21/18	0/1	0/1	2/5
Underrepresentation	X/X	-7/-10	X/-9	-21/-18	X/-1	X/-1	-2/-5
<b>Administrative Support</b>							
County Workforce	50	0	0	0	0	0	50
Labor Force/Population	53/43	10/10	19/26	15/18	1/1	0/1	2/5
Underrepresentation	-3/X	-10/-10	-19/-26	-15/-18	-1/-1	X/-1	X/X

<sup>67</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## VETERANS SERVICES OUTREACH AND RECRUITMENT PLAN FY 2020-2021

**Issue:** As of December 31, 2019, the Veterans Service Department's statistical data reflects an under-representation for Women – 42% Officials and Administrators, and 21% in Professionals. Administrative support reflects an under-representation of 12%.

- Officials and Administrator positions are under-represented in the following populations: Blacks; Hispanics; and Asians.
- Professional positions are under-represented in the following populations:: Blacks and Asians.
- Administrative Support positions are under-represented in the following populations: Blacks; Hispanics; and Asians.

**Objective:** Increase the visibility of Asians, Hispanics, African Americans, and Women within the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.

**Message:** The Department will conduct strategic and targeted outreach efforts to Asians, African American, Hispanics, and Women in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

Veterans Services has 10 full time employees. We completed the hiring process for a Veterans Services Representative (VSR) position. It is anticipated that our department will post an open VSR 1 position, our department will utilize job and diversity fairs in an attempt to seek qualified candidates.

### **Outreach**

**Tools:** Create and distribute informational brochures to CBOs

Attend and participate in local job and diversity fairs

Post job vacancies on websites that are geared toward the Asian population

## Message Distribution

Strategy	Element	Tasks
Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication Print Media	Mail brochures to CBOs that serve the Asian, Hispanic, Black, and Women populations so they can share with their clientele.  Brochures will also be distributed at job and diversity fairs; events that we will attend.
Mail employment recruitments for current Veterans Service Department vacancies to CBOs	Personal Contact	Collaborate with The Shiva Murugan Temple, API Cultural Center, Bay Area Women's Center, and ASNC Young Professionals Group in order to encourage their applications for employment opportunities.
Register and post job vacancies online to reach a broad section of Asian, Hispanic, Black, and Women populations	Electronic	Register and post job vacancies on websites that cater to Asian, Hispanic, Black, and Women populations such as:  <a href="http://www.asian-jobs.com/">http://www.asian-jobs.com/</a>  <a href="http://www.blackcareernetwork.com">http://www.blackcareernetwork.com</a>  <a href="http://www.workplace-dynamics.com">http://www.workplace-dynamics.com</a>  <a href="http://bayareawomenscouncil.org/">http://bayareawomenscouncil.org/</a>

Contact: Nathan D. Johnson Equal Employment Opportunity Coordinator  
[Nathan@vs.cccounty.us](mailto:Nathan@vs.cccounty.us)